

Internship Report
On
Administrative process And Gathered
Experience At Texmea Fashion



Date of submission:December 8, 2022

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On
Administrative Process And Gathered Experience At Texmea Fashion

Submitted By

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Daffodil International University

Date of Submission: December 8, 2022

Declaration by the Intern

8th December, 2022
Afroza Akhter Tina
Senior Lecturer
Department of English,
Daffodil International University.

Subject: Submission of Internship Report.

Dear Ma'am,

I am delighted to submit the internship report on “Texmea Fashion” as per your instruction. While preparing this report, I have tried to give an overview of all the pertinent information that I have learned from the organization. As I have been working for three months at Texmea fashion, it was a great learning about management.

It would not have been possible to make this report without your assistance, of which I am very thankful.

Yours Sincerely,

Nishad

Nishat Hasan Rini
46th
Fall 2022
ID: 191-10-2016
Department of English, Faculty of Humanities and Social Science
Daffodil International University

Daffodil International University

‘Certification of the Supervisor’

I am hereby certified that Nishat Hasan Rini, ID: 191-10-2016, a student of the department of English, Faculty of Humanities and Social Science, Daffodil International University, has completed her internship report at Texmea Fashion under administrative process and knowledge gathering successfully under my supervision.

She has maintained her work with efforts shown in the report. I also certify that all the findings presented here in the report are appreciable.

I, Therefore recommend that the report Nishat Hasan Rini has submitted is authentic for further processes.



.....
Afroza Akhter Tina
Senior Lecturer
Department of English
Daffodil International University

Acknowledgement

The amazing journey of this internship report could not be so smooth without some wonderful people. This endeavor would not have been possible without the blessings of god. And I would like to express my deepest appreciation to my supervisor Ms, Afroza Akhter Tina, Senior Lecturer, Department of English. Thank you for providing me with the valuable guidance and helping me to complete it in such a short time. It was so great to work under your guidance. It would not be so smooth without your guidance.

Special Thanks should also go to Emarot Hossain, the Chairman of Texmea Fashion, who really gave me the opportunity to learn from his organization. And thank you to the Managing Director for providing me with some important points. Also to some employees for supporting and encouraging me.

Lastly I would like to mention my parents for their love, care and sacrificing to educate me. I am really overwhelmed in all humbleness and gratefulness to acknowledge my depth to all those who have helped me to get a bright future ahead.

Abstract

Texmea has skilled professionals who can handle end to end supplies and services. Texmea has a separate wing for managing logistics services. They hired me for three months. Before joining there I have got to know some knowledge about the corporate world and administrative system of the company. Those were really important to look for a better career. Nowadays, Corporate offices are increasing and that is really helping unemployed people around us. Organization provides support services to its employees. I have also closely seen Admin's work and assisted them at various times. That really helped me to understand my duties and responsibilities. Even I had to make a schedule for everyone as well as for me to maintain this situation smoothly. Besides, Providing support service to the employees was one of the main jobs I was assigned for. Such as the management sectors, providing information to employees, picking phone calls and setting meeting time. Texmea Fashion tries to fulfill all queries and demands of the employees. But actually it was an amazing experience working for such an organization, which is always working to provide better services.

Table of Contents

Serial No	Particulars	Page No
	Declaration of the Student	i
	Certification of the Academic Supervisor	ii
	Acknowledgment	iii
	Abstract	iv
	Table of Contents	v-vi
Chapter 1	Introduction	1-2
chapter 2	Background and Significance of the Project	3-4
2.1	Rationale of the Internship	4
2.2	Objective of the Internship	4
Chapter 3	Methodology	5-6
3.1	Primary Data	6
3.2	Secondary Data	6
Chapter 4	Organization Details	7-9
4.1	Company Vision	8
4.2	Company mission	8
4.3	Company Values	9
4.4	Organization Structure	10
Chapter 5	Internship Activity	11-14
5.1	Nature of the job	11,12
5.2	Swot Analysis	13,14
Chapter 6	Observation and Findings	15-17
6.1	Interview	16
6.2	Critical Observation	17
6.3	Major Findings and Analysis	17
Chapter 7	Limitations	18-19
Chapter 8	Recommendation	20-21
Chapter 9	Conclusion	22-23

Chapter 11	Appendices	24-27
11.1	Certificate from Texmea Fashion	25
11.2	Photograph at Texmea Fashion	26-27

CHAPTER 1: INTRODUCTION

1.Introduction:

Texmea is established with a view to providing quality services and supply for both local and international sectors. The Texmea premise consists of trained efficient human resources teams and machineries. Texmea has skilled professionals who can handle end to end supplies and services. Taxmea has a separate wing for managing logistics services. Texmea started production with firm determination to manufacture international standard quality garments accessories as well as packing and trimming materials for other industries like pharmaceuticals. Texmea has focused on the development of customized new products and productivity, facilities, quality, delivery and controlling systems. Texmea is also working for the Development and Humanitarian organization. Texmea continuously increasing the client list with quality products and services. In Bangladesh we all need to be experienced to get a job and the way is to get that training from any corporate office. In that office, I have been asked to follow some rules. My duties and responsibilities were very specific. I had to complete some tasks and duties for the entire office staff, as I was asked for. I was in the management sector to handle all the meetings, picking calls, Time management, Distributing mails and so on. Fulfilling some responsibilities of an office isn't an easy task to do but if anyone does it with full strength, it will be easy

CHAPTER 2: BACKGROUND AND SIGNIFICANCE OF THE PROJECT

2. Background and Significance of the project

As I have joined at Texmea Fashion as an Admin Intern under the Head of Operation, GM. As a part of my internship I have been asked for following some rules and duties. My duties are in the sector of management. Therefore, this sector is very important to keep good communication.

The internship program and research had the following goals:

- To get the opportunity of working in the management sector.
- To get the ability of communication skills and maintain it as well as.
- To get the capability to maintain a company.
- To develop my skill in a different way.
- To complete the Bachelor Of arts (B.A) in English program.

2.1 Rationale of the Internship

In my last semester of the BA program, we were asked to do a mandatory three months internship from any organization. We are supposed to write a report on this and submit it to our supervisor. As I am working at Texmea Fashion which supplies different garments items. I am working as an intern in the management sector where I have to keep the staff organized. Besides, I love doing this work because I am confident about it that I can maintain time, staff, client meetings and all the duties out there. And my skill will develop also. It is an opportunity for me to learn and grow like a tree. They demanded more people who are able to speak and write in English and I can do that.

2.2 Objective of the Internship

The objectives are:

- To every workplace administrator roles are highly appreciated. It is more like the beating heart of a company.
- To develop organizing and coordinating skills.
- To know how to hold the responsibilities of the company smoothly and keep it well organized.
- To learn how to maintain an office system.
- To be good at communicating with office staff and clients.
- To develop the skill of leadership.
- To provide the intern the experience of all the responsibilities of an administration.
- Complete the swot analysis on overall activities.

CHAPTER 3: METHODOLOGY

3.Methodology

Building up a career isn't an easy task. Rather the more educated and experienced we are, the better a career we can go for. I really have interest in private companies. The reason I went for Texmea Fashion for an internship is to build up a career in this sector. And I was suggested to join such a company so that I can show up my leadership skills, maintain everything, managing time and developing speaking and writing skill in English At the end of it my supervisor Afroza Akhter Tina, Senior lecturer, Department of English, Daffodil International University, guided me with all whom I followed and completed my internship accordingly.

This information is separated into two parts.

- Primary Data
- Secondary Data

3.1Primary Data:

The entire process has been made by collecting the essential data, Which was very important.

- Review in different desks
- Most of the time I had to call clients and talk with them
- Talking with employees
- Observing different activities in the office
- Consult with expert

3.2Secondary Data:

- Various publications
- Books and reports
- Observation interview with Employee

CHAPTER 4: ORGANIZATION DETAILS

4. Organization Details

Texmea is established with a view to providing quality services and supply for both local and international sectors. The Texmea premise consists of a trained efficient human resources team and machinery. Texmea has skilled professionals who can handle end to end supplies and services. Texmea has a separate wing for managing logistics services. Texmea started production with firm determination to manufacture international standard quality garments accessories as well as packing and trimming materials for other industries like pharmaceuticals. Texmea has focused on the development of customized new products and productivity, facilities, quality, delivery and controlling systems. Texmea is also working for the Development and Humanitarian organization. Texmea continuously increases the client list with quality products and services. From the inception of our business we are emphasizing on the following points. Establishing and maintaining good relationships with our valuable customers B2B client services on Supply, Logistics, and Capacity Building, Following schedule strictly as per customer demand on supply and services Give emphasis on Value for money in business.

4.1 Company Vision:

- Texmea's vision is to participate consistently in extending generation limits and expanding our Raw material supplying, Auctioning and Multi business capacities with specific goals to meet the developing world wide demand and therefore hold our position at the front of Industrial and Service Business.
- To Be industry leader in delivering quality products and quality service try.
- Texmea is committed to finding ways to innovate, grow, and overcome obstacles in order to create value and benefit the long-term interests of all Networks Pvt Ltd stakeholders, employees, suppliers, customers and the communities where we do business s and innovative solutions that address our partner suppliers and customers most challenging Raw material needs and Disposal needs for the future. Texmea's efforts are texmea's belief. Texmea must operate as, company committed to COC and Principle Values.
- Texmea's vision is about more than Metals, it is about reinforcing the economic and social benefits associated with strong Indian and Global Manufacturing Capabilities of which metals is a foundational indus.

4.2 Company Mission:

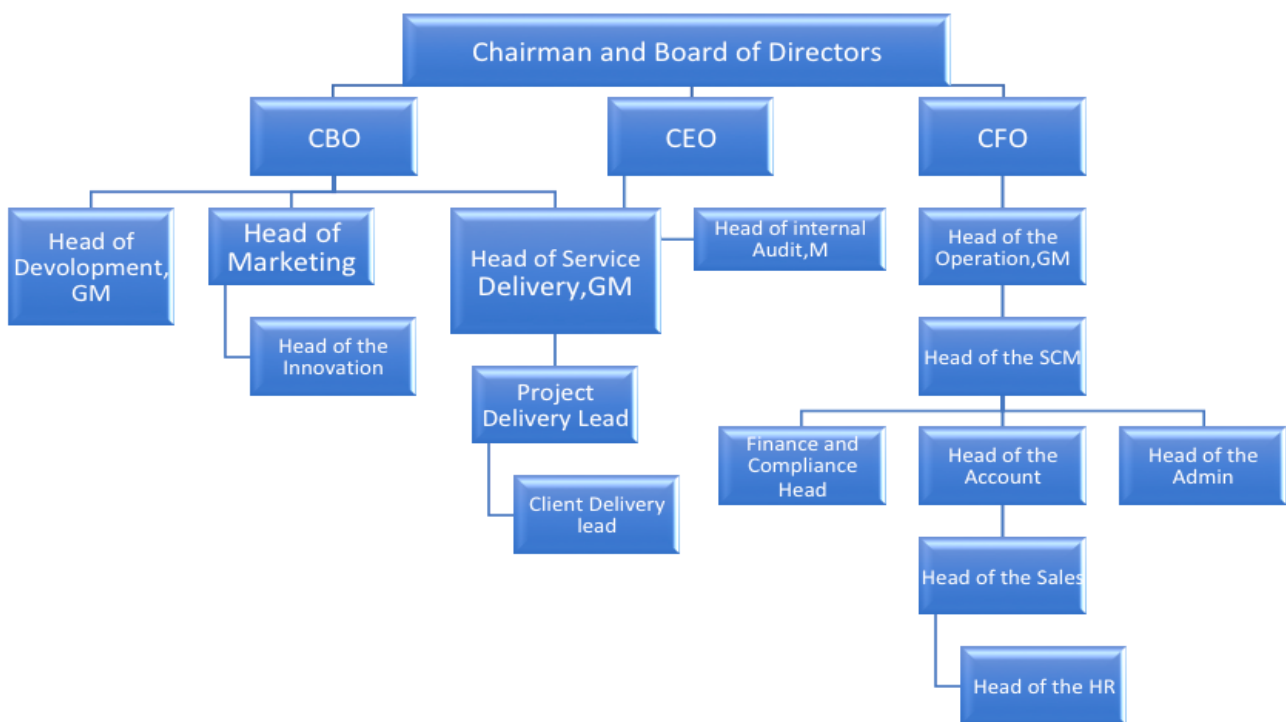
Texmea counts themselves very lucky to be able to make a living doing work that is in alignment with our values and the things that Texmea believes in.

- Texmea can not imagine anything else being as interesting, challenging, and rewarding as some of the client services texmea have had. Plus, every now and again, things go right, and we walk away feeling that, for some people, in some places, the world is a better place because of something texmea did. That's tremendously powerful and motivating, and it is what keeps Texmea doing its duties.
- The degree to which Texmea feels a direct link between what Texmea does and change in people's lives depends on where we sit in the organization like Habitat for Humanity, there is a feeling that what Texmea is doing is contributing to making the world a better place.

4.3 Company Values

- Clients focus is very important to communicate. Because the more we can focus the more we can grow our services.
- Innovation is the key role in a company. It helps to upgrade. We try to innovate.
- Better internal communication is important too. It keeps people together and informed. Its main purpose is to provide people with information in the office.
- Improve client meetings. To know more about clients and their internet, we do care about our client meetings.
- Better decision making. All the decisions are always taken by our Sir. Who always has given his best decisions.
- Provide a safe workplace. As male and female workers work here, it is important to provide them a better working environment.
- Respect and support. In any office it is important to help and support each other to make an office environment friendly.
- Self Driven

4.4 Organization structure



CHAPTER 5: INTERNSHIP ACTIVITY

5. Internship Activity

Skills that I Developed Through the Internship Program:

As I am now studying in English Department, I have done several presentations through the course work. So the speaking skill I already had. I actually had an interest in the management sector. And while doing this internship program I learned how to introduce myself, talk about my interests. Besides, communication is very important in professional sector. Even an internship program helps us to experience more about work. This internship program helped me to get the ability to solve any kind of problem out there. My internship program also taught me how to become more responsible at work. I literally had to do some tasks on time. And I had to make a schedule for the other staff too. Moreover, my supervisor Ms, Afroza Akhter Tina, Senior lecturer, English department, Daffodil international university gave me all support to complete my internship report.

5.1 Nature of The job:

I joined at Texmea Fashion as an admin intern. I had to do some specific activities there. Administration department is where some specific work is maintained by the admin. It is one's responsibility to keep everyone together and do everything in time. And moreover Admin takes many kinds of major decisions. As I had already idea about an admin's responsibility so I did fine in this sector. Because I have already worked in this sector. And the Head of the operation also supported me in making a schedule and handling everything. As well as they kept supporting me to work smoothly. Though I made mistakes, those were not huge. Later they guided me to do the work in a different way. Besides, there is a huge opportunity to build up my career as an administrator.

- Answering phone calls from clients as well as keeping them updated about products.
- Managing schedule of meetings
- Dealing with phone calls and sending emails.
- Greeting visitor
- Updating office records to GM
- Typing letters and reports
- Ordering and storing office elements
- Paying bills.
- Maintain the company's social media account
- Management skills
- Able to use the desktop for data entry

5.2 Swot Analysis

Swot analysis of Texmea Fashion:

Swot analysis of a company actually pulls internal focuses as well as external. Every organization has strengths, weaknesses, opportunities and threats. Every company has its own challenges and identifying the strengths, weaknesses, opportunities and threats are a little bit tough for the intern. Swot analysis is a way making better plan for the company.



Strengths of Texmea Fashion:

- Best quality
- Loyal customer
- Best service
- Skilled employee
- Highly experienced owner
- Very competitive organization
- They produce the highest quality products at the lowest possible price.
- Very innovative
- Good communication
- Good financial planning

Weaknesses of Texmea Fashion:

- Zero policy advertising
- Lack of time maintenance
- Lack of knowledge
- Compact market representation
- Limited product supply.
- Recollection of product

- Reliability.

Opportunities of Texmea Fashion

- Texmea sector is expanding.
- Texmea's competitors are slow to adopt new technologies.
- Increase the buyer's attention on Asian market.
- Increasing new trends.
- High purchase.

Threats of Texmea Fashion

- Increasing customer expectations.
- High production cost
- Losing some valuable customers
- some internal affairs
- Increasing competition
- Market demand
- Poor management effects
- New clients and contracts.

CHAPTER 6: OBSERVATION AND FINDINGS

6.Observation and Findings

6.1 Interview:

I have taken an informal interview of the workers.. I have asked them several questions whenever I got them free and I have noted them too. Questions for the workers were:

- What is your job title here?
- Are you satisfied here?
- Do you have any mentors here?
- What motivates you at work?
- What makes you a good co-worker?
- Do you follow the company's rules?

6.2Critical Observation:

This part I will be talking about some critical observations I have done while doing my internship program. Though it went so smoothly but still have some issues which I would like to mention.

- There were no introductory sessions in the company. An intern stays in a company for a very short period of time. That is why an intern could not get the office system in such a short time.
- The payment structure is very low for an intern. And the official work time begins at 8:30 Am to 7:30 Pm. But there is no specific time of end hour. So work hours especially for Interns should be mentioned.
- Some employees work very late at night. This is an important issue in the office. Sometimes they can not adjust to it. I think the company should look after this issue.
- Most importantly the company needs more manpower. It has very less than it needs.

6.3Major Findings and Analysis:

This part will be talking about the finding and analysis on this. Based on some information it is created.

- In this company 70.25% of the company are male and 29.75% are female. There are very few female workers.
- The employees get a good salary based on their work. If they work late they get extra which actually motivates them to work more.
- The organization chart is well structured.
- Texmea fashion does not take any bribes.
- Texmea fashion is not involved with any illegal activities.
- They have all the facilities of using technologies.

- Every employee co-operates with another and they are very friendly.
- Everyone is strictly instructed to behave well with each other.
- The Top level officers do not know about the use of technologies properly. which is very disappointing.
- Training facilities are very less there.

CHAPTER 7: LIMITATIONS

7.Limitations:

Even though I have finished my report writing on time, it does not mean I haven't faced any difficulties. While doing this internship programme I have faced difficulties.

- The Most difficult task was to get the proper information about the company and other staff. It should be available. They were very busy with their work. Some were on calls, and others were doing the same as well as. After their working hours, it was very hard to get them.
- Because of the time limitation I could not gather all the information and note it on, it was very tough for me. And it was very hard to write true practical experience.
- It was quite difficult to understand all the processes in such a short period.
- Though I needed all the data to look after the company but as an admin I couldn't get the opportunity to get all the data access. I was told to get some specific data which I needed in order to adjust my situation.
- I was asked in the office to do some specific work as I was an intern and I couldn't do anything with my own ideas.

CHAPTER 8: RECOMMENDATIONS

8.Recommendations:

There are few things that should be maintained and implemented if possible:

- Need to increase more workers as well as more service benefits for the workers.
- Need to increase the usage of technologies such as computers, telephones and so on.
- Rewards should be given to those who work hard and bring benefits.
- There should be a fixed person who can take decision at all levels urgently.
- Most importantly, There are problems in web services as the mail is sent to the scams sector so it should be maintained and solved as well as. Otherwise many texts will be there in the scammed sector and our mails will be pending.
- I recommend that jobs should be in such, where the workers can enjoy while working in the office.

CHAPTER 9: CONCLUSION

9.Conclusion:

This internship program helped me to gain a deep knowledge and understanding about problem solving and management of time. This organization provided me with real life experiences. Which really determined me to work in such a company. Being part of this Organization amazingly helped me learn how to take care of an office. But it is a responsibility to make sure that everyone gets a proper environment in the office. This is why I have got the chance to see them working and I have observed them while they were working on their own. Texmea Fashion actually gave me a lot of experiences. Though the work I've done was not flawless and could be improved provided enough time. That I couldn't do everything in such a short period of time. This internship program helped me to find out what my weaknesses and strengths are. However this internship program has motivated me to choose my career more confidently.

CHAPTER 11: APPENDICES

11.1 Certificate from Texmea Fashion



Office address: Section # 10, Block - A, Road # 06, Plot # 01, Mirpur, Dhaka-1216.
Email: info@texmea.com, Website: www.texmea.com

DATE: DECEMBER 04, 2022

To Whom it may concern

This is to certify that Nishat Hasan Rini, ID:191-10-2016, department of English, student of Daffodil International University has successfully completed her internship of 03 months at Texmea Fashion, starting from 4th September till 4th December,2022.

She has worked here as an Admin and During the period of her internship program she had been exposed to different processes and was found very Industrious, dedicated.

We wish her all the best for her upcoming career.



Authorized Signature

11.2 Photograph at Texmea Fashion



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