

A Report On
Internship Experience at Titas Sweater Industries Limited.

Organization
Titas Sweater Industries Limited.

(This internship report has been prepared for the partial fulfillment of the Bachelor of Arts in English)



Daffodil International University
Ashulia, Dhaka-1341., Bangladesh
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Internship Experience at Titas Sweater Industries Limited.

Submitted to

**Ms. Mahinur Akther Lecturer
Daffodil International University**

Submitted by

**Anameka Akter
ID: 191-10 524**

Semester: Fall-2022

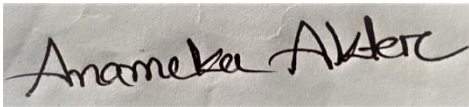
Course Title: Project Paper with Internship

Course Code: 431

**Daffodil International University
Ashulia, Dhaka-1341,
Bangladesh.**

Declaration

I am Anameka Akter bearing ID: 191-10-524 declare that the project entitled “Internship Experience at Titas Sweater Industries Limited.” embodies the results of my internship report, under the supervision of Ms. Mahinur Akther, Lecturer, Department of English, Daffodil International University. This internship report has been submitted in partial fulfillment of the requirements for the course Project Paper (ENG-431) of B.A in English Program.

A photograph of a handwritten signature in black ink on a light-colored, slightly textured paper. The signature reads "Anameka Akter" in a cursive, flowing script.

.....
Name: Anameka Akter

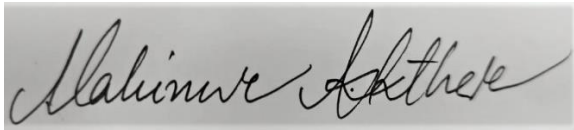
ID: 191-10-524

Department of English,

Daffodil International University

Certification of the Academic Supervisor

This is to certify that the project paper “Internship Experience at Titas Sweater Industries Limited,” is submitted for the B.A in English program, Department of English from Daffodil International University carried out by Anameka Akter, bearing ID- 191-10-524 under my supervision is accepted in terms of quality and forms. I pray for her overall well-being and hope she achieves more success in the years to come.

A rectangular box containing a handwritten signature in black ink. The signature is written in a cursive style and appears to read "Mahinur Akther".

.....
Supervisor

Ms. Mahinur Akther Lecturer
Daffodil International University

Acknowledgments

I am grateful to almighty Allah for making me able to finish this internship report. It was very enjoyable to work and effective learning. I would like to express my gratitude to my report supervisor Ms. Mahinur Akther, Lecturer, at Daffodil International University, for her support and valuable advice throughout the progress of this project. I would also thank all other English department faculty members for helping me gain the necessary knowledge for making this internship report. I also express my gratitude to the Founder of Titas Sweater Industries Limited, for helping me to complete the report, and also to my respondents, who deserve my appreciation for their support and willingness for providing the required information during my study. I am sure that their energetic managerial activities will encourage anybody to build one's career properly.

Abstract

The economy of Bangladesh is based on the readymade clothing sector, which also serves as a driving force behind its development. The sector, which generates billions of dollars in export revenue and employs millions of people in the nation, is something the nation should be proud of.

Bangladesh has become a well-known brand throughout the world because to the "Made in Bangladesh" label. The goal of this study was to create an analytical collection of current trends and potential developments in this sector. In order to gather data and information on many discussed issues that are pertinent to the theme of this study, a thorough literature research was initially conducted. "Titas Sweater Industries Limited," has been chosen by me and they (Titas Sweater Industries Limited) have selected me to complete my internship period. I have done analyses, I have made observations, I have collected the necessary data, and I have taken the necessary measures for the completion of the work. This report also consists of propositions that can elevate the company to a higher level. I can know about the garment industry; how to deal with people, how to know the value of time management, and also collect the primary and secondary data of the company. Future studies will focus more on knowing exactly how to mitigate the challenges and problems existing in the industry.

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Chapter 1: Introduction

1.1 Introduction

Ready Made Garment (RMG) is an important part of the economy of Bangladesh. Bangladesh has established itself as a major player in the (RMG) industry. Around 85% of Bangladesh's total export earnings come from clothing and textiles. Seventy-five percent of it comes from the apparel industry, which includes knit and woven shirts, blouses, trousers, skirts, shorts, jackets, sweaters, sportswear, and a wide variety of other casual and fashion items. There are approximately 1.5 million workers employed in the industry, the majority of whom are females from lower socioeconomic backgrounds. Owing to associate ever-expanding world business and economy, English has become not only a global language of business or a 'global language of business but one of the largest and most recognized 'business lingua franca'. 'English as a lingua franca' is playing a crucial role in communication in multilingual settings. As a 'default suggests that of communication' English nowadays is not simply a selection but the only option to facilitate commerce at a world level. it's no longer perceived as a 'foreign' language, but rather a language essentially. Given the importance of English in a world business setting, English communication skills became a necessity for operating a successful business. This report explores and assesses the requirement for English communication skills within the readymade garments (RMG) industry My internship experience at Titas Sweater Industries Limited has been tremendously great. Being a student in the English department I decided to do my internship in the garment industry. We all know that our country has so many garment industries. Our country's largest source of foreign exchange is the garment industry, which plays a very special role in job creation and is related to our lifestyle. I chose this industry because I want to learn more about this platform and work professionally. I learned many new things and met many people. I applied some skills acquired in the course and developed a lot of skills during this internship period. Everything was very difficult for me, but I was able to slowly learn these new things. In this case, the people of this company helped me a lot. I love learning new things. Now I know a lot of information about this organization, like when it was founded, how many employees work in this organization, what they do, etc. This report allowed me to learn more about the RMG sector. It was a good opportunity for me to learn, gain experience, and also prepare myself.

1.2 Topic of the Report

This report is on my internship experience & uses of English at Titas Sweater Industries Limited. Here, I am going to mention important information about this organization

1.3 Background of the Report

This project Paper is prepared as a requirement for the completion of BA Honours in English at DIU. The internship course provides students the chance to become familiar with applied company actions. Students work under the supervision of an institute's people and learn about that institute's roles. For the achievement of this internship course, I joined Titas Sweater Industries Limited. as an intern for six months. This report would be based on Titas Sweater Industries Limited.

1.4 Origin of the Report

English is playing an imperative role in communication in multilingual settings. The importance of English in global communication demands the necessity of English communication skills for operating a business worldwide. Constructing a conceptual framework for this research grounded in theories of ELF and communicative competence for language learning, this study explored an understanding of the English communication skills required for business professionals working in the ready-made garments industry in Bangladesh and who are engaged in communication with business personnel from different linguacultural backgrounds. The Internship further looked at how and how English is used in this company. This report teaches me more about the garment industry, including how it operates, what kind of work it performs there, and how significant it is to our nation.

Chapter 2: Objectives of the Internship

2.1 Objectives

The general objective of preparing this report is to meet the necessity of the internship Program still as completion of the B.A Program through gaining practical job expertise and thinking about applying theoretical information within the real world. The objective of the report are as follows:

- To analyze the garments sector of Bangladesh and relate the information with sensible expertise.
- Visit the office and try to learn about the process and also try to discover some necessary things.
 - To get insight into the garment industry and how they work.
 - To compare between classroom instruction and fieldwork instruction and settings.
 - To learn the novel approach to the manufacturing process of knit clothing.
 - To know the different aspects of the garments industry, its scenarios, and difficulties.
 - To find out the uses of English in the company.
 - To know how graduates of English can benefit from this Project Paper.
 - To learn the labor law of Bangladesh and whether it is being used properly or not.

2.2 The Internship Goals

- To find out the limitations of the organization.
- To understand the communication process.
- To improve professionalism quality.
- To determine the volume of English usage at Titas Sweater Industries.
- To find out if any sexual harassment happens in this company.
- To know if any child labor or forced labor is employed in this company or not.

2.3: Significance of the Study

This study might be useful for learning. Any person will benefit from learning the significance, of working procedures in the garments industry. Industrial practice is a great opportunity for students to learn about the industrial culture and to relate their theoretical knowledge to real corporate culture. It helps me to develop myself according to the industrial environment. It was a great opportunity for me at the factory to apply theoretical knowledge for the improvement of any industry, and all students can learn so many things that will play a vital role in building up a good career. This study is a large thing that divides into textile fiber, yarn manufacturing, fabric manufacturing, dyeing, printing, and garments manufacturing. As it is a large sector, internships are the most important thing to learn industry practice and get ready own self for an industry job.

Finally, an internship is important for the English department. There are very few works in our sector so we can increase the scope of work by learning work through internship.

Chapter 3: Methodology

3.1 Methodology

This paper was written using the information I learned during my internship. I was looking for a job that would help me in my career. I found a company named Titas Sweater Industries and contacted with them through their official address. Then I received an offer letter from the company. I joined this company as Assistant Merchandiser. I was given an overview of the company's time management and policies while working five days a week. I collaborated with members of the Merchandising team, observing various types of organizational activities.

- To collect information on what I am practically seeing in the Internship Program
- Direct conversation with the respective officers of the company.
- Communicating with the clients.
- Maintaining records, using MS Excel to make an attendance sheet.
- Organizing documents of the company.
- Checking the official website.
- Using official email.
- Book Information
- Group Discussion
- Library Annual Report
- To make a comment on the project we have to understand the whole project.

These things are new to me, I discussed with staff, and management and tried to observe various tasks in the industry.

Chapter 4: Organization Details

Name: Titas Sweater Industries Limited.

Location:

- **Head Office: House no. 278, Road no 4, Baridhara DOHS, Dhaka-1206, Bangladesh.**
- **Factory: Kashimpur Road, Konabari, Gazipur,**

4.1 Description of Titas Sweater Industries Limited.

Titas Sweater Industries is a Bangladeshi-based organization in the Ready Made Garments sector. It is ongoing to play a role in the global fashion industry. Titas Sweater Industries Limited makes fully fashioned knitwear and designs them. An Overview of Titas Sweater Industries Limited. Titas sweater industries limited is a 100% compliance factory. All products being manufactured are safe to wear and conform to all applicable legislation. They ensure to delivery contains no extraneous metal objects implementing procedures for metal detection with the production process. Workers are treated fairly and all cases are present voluntarily. Not put at risk of physical harm, fairly compensated and allowed to the right of free opinion and not exploited anyway. They pay wages and legally mandated benefits complying with applicable laws and matching the prevailing local manufacturing and industrial practices. To serve brands and retailers at all price points and in all product segments, they have been enhancing their designing and production capabilities through their knitwear manufacturing factories. They are inspired for what is to come by the ideation and creation phases of each fashion collection on which they are allowed to work together.

- Date of Establishment: 2003
- BGMEA Reg.: No. 3691
- EPB Reg No.: 4336
- Factory Type: Sweater
- No. of Employees: Near 2000
- No of Machines: 1194
- Production Capacity: (Yearly in dozen) 150000
- Certifications: ISO..., SRM, SA, Others
- Principal Exportable Products: Cardigans, Pullovers, Jersey, Hat
- Contact Person: Name: M.A Alamgir (Managing Director)



Level 1: Titas Sweater Industries Limited's entrance

4.2 Customers and Brand

- Kiabi- France
- OVS- Italy
- Auchan- France
- Metalan-UK
- Mango- Spain
- Vertbaudet-France

LIST OF MACHINERY

- Metal Detector:02 Set, CENTEX, UK.
- Pull Test Machine: 01 Set, Safeguard UK.
- Winding Machines
- Hydro-Extractor Machine: 03 Sets (Capacity: 90 lbs)
- Automatic Washing Machine: 04 Sets (Capacity: 120 lbs)
- Dryer Machine Steam Heater: 05 Sets (Capacity: 120 lbs)
- Sewing Machine: 27 Sets
- Button Hole Machine: 05 Sets
- Button Sewing Machine: 05 Sets
- over Lock Machine: 05 Sets.
- Steam Iron: 78 Pcs (Senjoung)
- Inspection lamp model# 38": 30 sets
- Bar tack machine: 05 sets
- Spray Gun: 01 set
- Tagging Gun: 05 sets
- Dust Removing Machine: 03 sets
- Heat Seal Machine: 02 Sets
- Zipper Machine: 20 sets
- Moisture Control Machine: 01 set
- Auto Placket Machine: 03 set



Level 2: Yarn winding Machine



Level 3: Knitting Machine

Chapter 5: Internship Experience

5.1 Activities:

I am from the English department and am new to this area. However, I began new work at Titas sweater industries limited, where I occasionally had to deal with minor issues. At first, it was hard for me to get used to the company's employees, employers, and managers. My personality limits my abilities when it comes to my work. They sometimes refuse to contact with me because they thought I lacked certain skills and sparks. I felt terrible and broke down that time. At that point, all I could think about was that I had to get better. I started talking to the people at the company and trying to be free with them, which helped me get better. Some of them began speaking to me in a friendly manner. After that, I was able to open up a little, and my work showed that I was talented. I always tried to pay close attention to them; I observed their careful work and management of the task. I used to send clients emails using their official email. I had to make appointments with clients before I could mail them information about the work. I occasionally send documents about the business.

5.1.1 Activities as a Junior Merchandiser:

- Main task is production monitoring.
- Collect inventory reports from the store.
- Swatch making and getting approval from the buyer.
- Place orders to different product units.
- Costing of the job order.
- Arrange preproduction meetings in order to prepare a schedule for production.
- Collect daily production reports and daily quality reports.
- If any shortage in store, arrange locally.
- Arranger final inspection.
- All time connected with buyer through the official mail.

5.2 Communication:

For office work, I had to talk to the office staff all the time. I wrote and spoke clearly to make the members and employees understanding of the message easier. Primarily, I had to communicate effectively with them. I had a lot of anxiety about how to communicate with my coworkers at first. But later, they were friendly to me. We had communicated casually during our free time or lunch. However, when we are at work, our communication is formal. I still had a lot of anxiety about speaking with S.M. Alamgir Hossain, the managing director. Because he was the most senior and powerful person in that office. After a few days, I found him very helpful. He helped me and taught me new things, for Example how to write content, organize an event for a business, and create an attendance sheet for a business. If I make any mistake to write an email or keeping a record in excel he immediately solves it and shows me the correct way of writing. It is a delight to work with him. Because I have learned so many new things from him that will help me in my career in the future. I used to work with the merchandiser all the time. He used to explain everything to me for example how to Develop new samples, and execute sample orders, we had enough chats on costing & programming.

5.3 Time Management:

Time management must be maintained in every organization. I always tried to make good use of my time. However, there were times when I lacked proper time management. because the office was in Konabari and I live in Tongi, and we are all aware of the amount of traffic in Gazipur. As a result, I sometimes arrived at the office late. I got to the office late one day. I was lectured about time management that day by the General Manager. Then I made it a point to always arrive at work on time. I failed to communicate with a client one day. I received a lot of criticism from the company because my client was becoming very upset about this work. My mistakes have taught me that everything must be completed on time. I have made an effort to finish everything on time ever since.

5.4 Teamwork:

I collaborated with a group. We selected a design by meeting together and discussing the product's production timeline, we have divided our responsibilities and explained them to each person one by one, and other details through team discussion. As I am a student of English, my responsibility was to contact the client and understand their demand. Like, when should the product be delivered, whether the product needs to be added or not, and when will the payment be made? Everyone praised my work, and my team members appreciated it. They guided me and gave me all the information. They were very helpful in explaining everything to me. I did not hesitate in asking any questions.

Chapter 6: Integration of my knowledge from the English Department

- One of the most crucial aspects is timing. In the office, all work must be completed on time. The work will never be completed correctly if we work late. As a result, one important lesson I learned was how to make efficient use of time.
- The "Employability 360" course helped me deal with people and keep office etiquette up to date. I was able to complete all necessary tasks on time. I was able to communicate with the employees of the company because I studied English. Otherwise, it would have been extremely challenging for me to communicate with English-speaking individuals.
- The entire procedure necessitated a variety of communication abilities. I took the courses "Listening, Speaking, and Pronunciation" and "Presentations skill Development, both of which taught me how to use proper pronunciation to communicate. Additionally, I perfected my communication skills. I realized that effective communication is necessary for every office task. That can be a crucial success factor in a person's career development.
- When we work in the office, working together as a team is very important. Nobody can effectively manage their work without group work. The "Employability and Art of Living" courses were very helpful in developing the mindset necessary for effective teamwork.
- I gained the self-assurance to perform any task with confidence. because self-confidence is essential for anyone working in an organization. I took the Employability course, which teaches me how to be self-assured, a skill I honed during my internship.
- The "Art of Living" course has taught me how to behave politely around my team members and other people.
- The "Art of Living" course helped me break out of my comfort zone. It means that I worked in a new setting where everything was new to me. However, I had to think outside the box to learn about the company and share my thoughts.

Chapter 7: Observations & Learning

7.1 Observations.

I am doing an observational internship, so I cannot always keep track of everything the company does. I sometimes need to observe new situations, work, and information. Even though I write things down, doing so enables me to locate essential company information. Everyone in this company usually speaks Bengali if not English. And most of the workers do not know English, and due to not knowing English well, sometimes the machine can't understand the product's language. Those who are official know more or less English but do not use it. Only a few officials who deal with clients use English. There are many things and approaches that can effectively improve this industry.

7.2 Learning from Participating in the Internship.

- Listening is an essential part of problem-solving because listening is a vital skill in the workplace.
- Always being honest and determined about the work.
- Optimism is the faith that leads to achievement. Nothing can be done without hope and confidence.
- Communicate with everyone because it is very important.
- Situation handling.

7.2.1 Soft Skills Learning.

Patience, a helping attitude, and good behavior are crucial for a business. Because I observed that when an employee made a mistake or took too long to finish a task, the general manager lost his patience and severely reprimanded him or her. That has the effect of making a bad impression. He also scolded me for arriving late to the office. At the point when a director chides his worker, it will impact the association. Because I was not paid enough attention to my work when I was told off at that time. I was actually hurt by this, and other employees who will be reprimanded for it will also be hurt. We must assist one another whenever we work for any organization. Sometimes, some employees of this company do not want to help each other; they may be thinking why do I do his work or some promotional problem. I did not create it. I believe we should shift our mindset. However, no two people are the same. Some are extremely useful. They endeavor to assist others.

7.3.1 Strengths of Titas Sweater Industries Limited.

Titas Sweater Industries Limited has well-trained employees who work well together. Everyone in this company is very friendly and helps each other in their work if they do not have any work. The best part of this company is that any work is done as a team, so if there is a problem in one person's work, the other person fixes it.

Their track record is excellent. I say this because they had never been late to deliver a client product while I was there and before I arrived. And they always finish their work on time which is why none of their clients outsource their work.

The working environment at this company is good. The company employs a number of people at all times to keep the building clean. Hands and feet are sprayed when entering the office and masks must be worn while in the office. They have two normal exits and one fire exit. There are some facilities which is good.

A fixed Time is allotted for skill development from the company every week. As a result, everyone has knowledge of many tasks rather than being dependent on one skill.

They are extremely concerned about the well-being of all of their customers as a whole. They always try to deliver the product on time and without any problem in the product.

7.3.2 Weaknesses of Titas Sweater Industries Limited.

They provide fewer advertisements. I can say no advertisements because Advertising is very important for customers and clients. They do not use Facebook WhatsApp these are the most boring advertising medium these days. They do not update their website properly which is their biggest weakness.

Delivery is one of the biggest problems in this company. Titas Sweater Industries Limited communication system is very bad, the road to their office is very small and bumpy which makes the delivery tracks not easy to travel. The staff cannot reach the office on time, the roads get watery during the monsoons, due to which the staff have to face many problems.

After the Pandemic situation, there is a huge crisis of clients at present. Due to the poor condition of the country's garment business, the company is not getting orders as before, which has an impact on the company.

7.3.3 Opportunities of Titas Sweater Industries.

They can offer better services and build stronger relationships with customers and clients. They are better at resolving conflicts and other issues. They are able to solve a wide range of problems and gain experience. Their management will be able to quickly and effectively resolve any issue if they are able to hire staff that is both young and experienced. They are able to provide employees with appropriate technical training.

7.3.4 Threats of Titas Sweater Industries.

Lacking many modern facilities. Like as transportation services, Meal facilities, Free treatment, House rent, and insurance policy. There are so many companies in our country that gave these facilities. If any staff got chance they can move that company. Which will be a big loss for this company. Because The company not only lose a staff but also his or her experiences.

The Economic slowdown may reduce demand. As we see the price of \$ daller increases day by day and the LC system is off in our country. The company cannot import raw materials for production. This is also a big threat for this company.

Lacking modern technologies. Titas Sweater Industries Limited's machines are very old. They cannot produce many products at once. That is also a big threat for them.

Chapter 8: Finding, Limitations & Recommendations of the study

8.1: Finding.

They follow the 2006 Labor Act of Bangladesh. All of their employees are allowed to work for 8 hours in a single day. The shift exceeds the 6-hour and included a 1-hour lunch break. Workers are allowed to complete up to 48 hours of work in a single week.

They maintain the basic rights of employees' workplace safety. they always try to keep employees in a hazardous working environment. They believe that will not only result in tragedy or loss of life of the employee but can also stifle the overall productivity of employees.

- **Child Labor:** No workers under the age of 15. The Minimum lowered to 14 for countries operating under the ILO Convention 138 developing-country exception; remediation of any child found to be working
- **Forced Labor:** No forced labor, including prison or debt bondage labor. No lodging of deposits or identity papers by employers or outside recruiters.
- **Health and Safety:** Provide a safe and healthy work environment and take steps to prevent injuries. Regular health and safety worker training, system to detect threats to health and safety. Access to bathrooms and potable water.
- **Freedom of Association and Right:** Respect the right to form and join trade unions and bargain collectively. Where law prohibits these freedoms, facilitate parallel means of association and bargaining.
- **Discrimination:** No discrimination based on race, caste, origin, religion, disability, gender, sexual orientation, union or political affiliation, or age. No sexual harassment
- **Discipline:** No corporal punishment. If an employee remains absent without warning for more than 10 days, the employer has been released from service on and from the date of such absence mental or physical coercion, or verbal abuse.
- **Working Hours:** workers are allowed to work up to 10 hours a day and up to 60 hours a week in overtime. When they worked the night shift, a 24-hour break was given between each shift.
- **Compensation:** Workers' wages are paid by the end of the month. Salary, bonuses, overtime payments, and all other payments are paid with the monthly wages.

8.2 Uses of English in the Garments sector.

English is the largest vocabulary of any language. Half of all business deals are conducted in English. Two-thirds of all scientific papers are written in English. We write and address over 70% of all emails or e-mails in English. This study explored the uses of English in business professionals working in the ready-made garments industry. Bangladesh, who are engaged in communication with business personnel from different linguacultural (language and cultural) backgrounds. For successful communication in an international business, the RMG professionals require a set of skills that embrace five core areas such as linguistic skills, sociocultural skills, discourse skills, pragmatic skills and professional skills. Deploying these skills in an integrated way was understood by the professionals as necessary to bring about an effective outcome in international business communication. There are different ways the participants in the RMG business understood, conceptualized, and practiced English in their business communication. In the workstation English is important. As we know almost every machine comes from abroad and the user manual of those machines is written in English. That is the reason for knowing English everyone in the garments sector. Another important part is in the garments sector official have to connect with the buyer through the mail, phone, or face-to-face. As I mentioned earlier English is the only way to communicate with a foreign buyer. In the garment sector, one mistake can make a huge loss for a company. There are also some LC-related documents that are also written in English. The language used for the delivery process and shipment process. As we see the importance of the English language is momentous.

8.3: Limitations.

This report does not contain the entire department's analysis or data. Because the majority of the information is confidential. As a result, I am unable to learn important information. Although I have less experience, I have attempted to make the internship report as refined as possible.

Merchandisers do not have enough time to give the information elaborately. He has to do developing new samples, executes sample orders, costing, programming, raw materials & accessories arrangement, production scheduling, approval of various processes, patterns, and size set, and pre-production follow-up. I was always with him but those things were very critical and I has no idea before about merchandising.

Short-timeline visits to different workstations is another limitation. I was sent out of the office only to collect bills and deposit cheques. Because of that, I could not understand what to do in other offices.

As a member of a team with a large number of highly experienced members, I occasionally felt hesitant to inquire about any company-related information. They are so fast in their work but I am totally new in this sector. They are given a certain time and have to finish the work within that time so if I do not understand something they cannot understand it again and again.

8.4: Recommendations.

1. Titas Sweater Industries Limited has a good and friendly environment but the Working environment should be Improved.

2. Quality assurance system should be modernized because quality is the top priority of all international buyers

3. The company needs to give more opportunities to an intern to learn and give importance to an intern because it is the best time to develop their career.

4. The organization needs to improve its employee's English speaking skills. From my perspective, everyone needs to be trained more in the work. Because sometimes I observe when an employee is absent then it becomes difficult for someone else to handle that work. As a result, the work is delayed.

5. Pay scale is very poor which is needed to be increased because company will lose potential employees due to their policy.

6. The company needs to maintain the rules and regulations.

Chapter 9: Conclusions

Conclusions

In conclusion, I can say that this internship report is really essential for students of the English department to get an idea about the Sweater industry. By completing this report, I have got an idea of the RMG sector and it may be helpful to know about the technical and management knowledge of the garments industry also these sector-related organizations. My internship experience at Titas Sweater Industries Limited was one of the most exceptional experiences. The whole process of working was new to me, but I have learned about new sets of skills that I should develop. I have gained knowledge about the company. I had to learn how to take responsibility and how to interact with different types of people. This whole process will help me in my career greatly. I was able to note down valuable information and also got to learn how to practically apply the acquired information. But I want to mention it was a phenomenal journey because I met so many people, learned so many things, and gained confidence in myself. All of these things will always be a big part of me. Every employees work is different, but they are all connected in the same way, so the workplace environment appears quite nice to me. Now I am looking forward to applying the knowledge and experience which I have gained from " Titas Sweater Industries Limited" in my future jobs. I believe that the whole process will help me in my career. I would like to thank my supervisor, my faculty, and "Titas Sweater Industries Limited." company for providing me with this amazing experience. This is a huge sector and yet to discover the whole.

Chapter 10: References

BGMEA: <https://www.bgmea.com.bd/member/3965>

Website: <https://titas-sweater-industries-ltd.business.site/>

Facebook: <https://www.facebook.com/profile.php?id=100069373300286>

LinkedIn: <https://www.linkedin.com/company/titas-sweater-industries-ltd/>

Chapter 11: Appendices



Level 4: Knitting Section



Level 5: Sewing Machine



Level 6: Iron section



Level 7: Bonded Ware House



Level 8: QC Section



Level 9: Linking Section



Level 10: Trimming Inspection



Level 10: Yarn Cutting

 **Titas Sweater Industries Ltd.**

Head Office :

House # 278 (2nd Floor)
Road # 04, Baridhara DOHS.
Dhaka-1206, Bangladesh
Tel : +88-02-8414485, 8414497
Fax : +88-02-8414497
E-mail : tipu@titassweater.com

Factory :

Kashimpur Road
Konabari, Gazipur
Bangladesh
Phone : 88-02-9297560
Tele-fax : 88-02-9297036
E-mail : titas.sweater@bracnet.net

From

**The General Manager ,
Titas Sweater Industries Ltd.
Kashimpur Road ,Konabari,Gazipur.**

To :

Anameka Akter,Tongi ,Gazipur .

Subject : Internship Permission Letter.

This industry permitted her to do the internship .This will be a non-payable internship for three months. So any kind of claim regarding this would be declined.



**S.M. ALAMGIR HOSSAIN
General Manager
Titas Sweater Industries Ltd
Kashimpur Road, Konabari, Gazipur.**

Titas Sweater Industries Ltd.

Head Office :

House # 278 (2nd Floor)
Road # 04, Bandhara DOHS.
Dhaka-1206, Bangladesh
Tel : +88-02-8414485, 8414497
Fax : +88-02-8414497
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Kashimpur Road
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Bangladesh
Phone : 88-02-9297560
Tele-fax : 88-02-9297036
E-mail : titas.sweater@bracnet.net

Date : 01 November 2022

To Whom It May Concern

Subject: Completion letter of Internship.

We would like to inform you that Mrs. Anameka Akter has successfully completed her internship program at Titas Sweater Industries Limited, one of Bangladesh's most reliable apparel manufacturers. The tenure of the internship program was from 1 July 2022 to 01 November 2022.

She worked as an "assistant Merchandiser". During this internship tenure, we have found her to be hard-working, keen to learn, well-mannered, and optimistic .

We hope that Mrs. Anameka Akter found the internship program with Titas Sweater Industries Limited effective and it will contribute to her professional growth. We wish her all the very best in her future endeavors.

S.M. ALAMGIR HOSSAIN
General Manager
Titas Sweater Industries Ltd.
Kashimpur Road, Konabari, Gazipur.
Thanks and Regards,

S.M Alamgir Hossain

General Manager

Titas Sweater Industries Limited

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