



**Internship Report**  
**On**  
**INDUCTION OF HUMAN RESOURCE MANAGEMENT**  
**Of**  
**TORQUE FASHIONS LTD.**

**Supervised by**  
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**Date of Submission: 26-11-202**

## Declaration of the Student

26th November 2022

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Lecturer

Department of English

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Subject: Submission of Internship Report on “Induction of Human Resource Management of Torque Fashions Ltd.”

Dear Madam,

This is my internship report on “Induction of Human Resource Management of Torque Fashions Ltd.” as you instructed me to prepare this report as a mandatory part of my bachelor’s degree. In this report I have tried my best to maintain all of your instructions. This report will be instinctive for knowing the role of HRM practices of Torque Fashions Ltd.

I hope this report will be approved by you.

Sincerely Yours,



---

Alaya Jannat Munni

ID No: 191-10-399

Program: BA (Hons)

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## **Certification of the Academic Supervisor**

This is to certify that the internship report entitled “Induction of Human Resource Management of TORQUE FASHIONS LTD.” prepared by Alaya Jannat Munni, ID: 191-10-399, Batch-13th, Department of English, Faculty of Humanities & Social Sciences, Daffodil International University is an authentic work done under my supervision. I recommended her work for viva-voce.

I wish her all success in life.



---

Ms. Shahrina Afrin Siddique

Lecturer

Department of English

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## **Acknowledgement**

I am very much thankful to Daffodil International University for giving me the opportunity to do the internship. Now I am showing my gratitude to the following honorable people:

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( HR Executive)  
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## **Abstract**

This report was created as part of my internship program at Daffodil International University, which is a requirement for my BA (Hons) degree. Every student is required to do an internship with a company that lasts at least three months. It is a crucial step in the graduation process for all students since it offers their academic work a real-world context. A student must submit an internship report to the department and the university's web platform at the conclusion of the internship procedure. After that, every day must also conduct a report defense. So, as a necessary component of the course requirement for my BA (Hons) degree, this report is structured in that way. Human Resource Management is very much important for a Garments industry. HRM department is like a mother department of any company. I have gained all the practical knowledge on how the human resource division of an organization operates it is works and activities. I have also learned about the corporate culture. In this report I have tried to represent an organization's profile, its background, mission, vision, its SOWT analysis, major findings, recommendations, observations, limitations, factory details, products and services, and organogram of the HRM department.

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# **Chapter 1**

## **Introduction**

## **1. Introduction:**

The aims of HR planning are to make it possible for businesses to anticipate their future HRM requirements and to define the practices that will help them achieve those goals. HR planning can be done in both the short and long term (at least three years). Its objective is to guarantee that individuals with the required knowledge and skills are accessible when and as the firm needs them. By preparing for probable eventualities, businesses may control their future through the use of HR planning. In other words, they are able to foresee change and create suitable solutions. Companies' potential increases as they learn how to profit from upcoming occurrences. When engaging in human resource organizing, an institution determines its demand for human resources by first evaluating its interest in HR (i.e., the number and types of employees anticipated to carry out tasks designed by the company in the near future), as well as its stockpile of human resources (the spaces that are expected to be filled right now). For instance, if a business expects to need 12 bookkeepers in the upcoming fiscal year and wants to keep its present staff of 9, HR must employ 3 extra bookkeepers. Here is a closer look at how a company may identify its HR needs and create strategies to meet them.

## **Chapter 2**

### **Background and Significance**

## 2. Background:

Human Resource Management is important for the garment business since clothing is a service sector. Garments is facing two major challenges: the board of people and the board of risk. Your success in the garment industry is determined on how you interact with people and how you deal with risks. Competent risk management on the board may not be possible without efficient and skilled labor. Clothes have been and will continue to be a "Decades Business." Despite the fact that pricing is important, there may be other reasonable reasons why people choose and stick with a certain garment. Clothing must try to distinguish them by developing their own specializations or images, especially in plain situations with a high level of aggression. In the future, the whole survival of the garments would be dependent on consumer devotion. Those who do not satisfy the client's expectations will find perseverance difficult. Clothing should be articulate and emphasize essential ideals in order to attract and retain certain consumer segments. TORQUE FASHIONS LTD is one of the largest garments organizations in Bangladesh, vibrant in activities, legitimate in dealings, just in decision, sensible in approaches, and provides good assistance to clients and thus contribute to the growth of the nation's GDP by animating trade, enhancing send out, neediness alleviation, increasing living expectation of confined salary collecting, and generally supportive financial advancement in the country. To achieve the abovementioned Garments aims, distinct Garments activities must adopt a functional role to supply monetary assistance to the consumer who moreover causes them by providing them with board assistance when requested. TORQUE FASHIONS LTD. has taken on this work based on their experiences in the Garments industry, where many are not only accomplished. The entry level position analysis includes a short report on the TORQUE FASHIONS LTD HRM's practices throughout my activity movement. The report is divided into sections based on the conventions and necessities of the organization, as well as the directives of the report's head.

## **2.1 Objectives:**

This report has been driven with the following major objectives:

- To find some major lacking of this organization.
- To find some unsafe issues about the factory.
- To find some management related lacking.
- To find some safety related issues.

## **Chapter 3**

### **Organization Details**

### **3. Profile of TORQUE FASHIONS LTD.:**

Maintaining conformity with the requirements of European buyers (Accord), the Factory is GREEN certified. Since Bangladeshi clothing manufacturers' share of the global market is quickly growing as a result of the success of the ready-made garments sector, Torque Fashions Ltd. is also ready to compete in the global market to supply top-quality woven items to customers and achieve its desired goal. Torque Fashions Ltd. is a contemporary weaved factory outfitted with the most advanced automated machines from Juki and other world-class brands developed in Spain, China, Korea, Italy, USA and other countries. As a result, Torque Fashions Ltd wishes to establish itself as a well-designed and fully capable woven factory in Bangladesh, with competent personnel, a fresh environment, and a relaxing working condition. Torque Fashions Ltd.'s management thinks that their most valuable asset is their adaptive personnel. They are fully focused on export and a well-known woven clothes production company. They imagined this environment with the intention of standing out in the global clothing scene. In this regard, they applied numerous ongoing development procedures for Organic Cotton, including Kizan, industrial engineering, OCS-100, and OCS Blended.

### 3.1 About the Company:

This company is fully export oriented as well as a well-known woven clothes production company. This company imagined this environment with the intention of standing out in the global clothing scene.

### 3.2 Clients:





### 3.3 Certifications:



### **3.4 Mission Vision and The Quality:**

#### **Mission:**

Their mission is to produce ZERO defect product as well as quality garments.

#### **Vision:**

Their vision is to work continuously to achieve a very competitive cost as well as higher efficiency manufacturing set up with highly skilled and motivated workforce in an ethical and sustainable environment.

#### **The Quality:**

Quality is an investment for the organization.

### **3.5 Work Force:**

Currently there are 2,500 workers and staffs work together in the factory.

### **3.6 Factory Space:**

This company is comprising of Twelve single stored & Two double stored industrial shade building (1,24,800 SFT), Ware House, Embroidery, Cutting, Sewing, In house Printing, Finishing, Dining 7 Canteen, Doctor's room.

### 3.7 Factory Information:

<b>Company Name</b>	: Torque Fashions Ltd
<b>Business</b>	: All woven Bottom & Jacket
<b>Production Category</b>	: Denim, Twill, Canvas etc.
<b>Total Manufacturing Area</b>	: 215000 Square Feet
<b>Capacity</b>	: 850,000 pieces per month
<b>Annual Turnover</b>	: US \$ 40.00 Million
<b>No of Employment</b>	: 2500
<b>Total Line</b>	: 25
<b>Origin of Machineries</b>	: European Union,
<b>Certification</b>	: BSCI, WRAP , SEDEX, ICS, OCS 100 & OCS, Blended for Organic Cotton GOTS, RCS, GRS  Accord - Letter of Recognition.
<b>Award</b>	: Best Supplier for 2018/19 by Spring Field
<b>Market</b>	: European Union

### **3.8 Departments:**

Human resources Department

Admin and Security

Merchandising Department

Computerized cad system

Sample Department

Manufacturing unit

Quality Department

Store with bonded warehouse

Maintenance Department

Industrial Engineering Department

Information Technology Department

### **3.9 Merchandising Department:**

- Their merchandisers work around the clock to provide their clients with the most cost-effective price in Bangladesh.
- They are observed but not ordered to advance to the ultimate output.
- Their merchandising team's finest skill is their ability to keep time.

### **3.10 Sample Development:**

They start with a concept and work their way up to making it a reality. They can flawlessly recreate, as per client's directed illustrations or samples, just in time.

### **3.11 CAD Section:**

- Company uses the latest CAD Software.
- 4-Pattern Software Computers and 2 Marker Software Computers.
- 3 Latest CAD Algotex Printers.
- Auto Pattern Cutter Machine.

### **3.12 Sample Department:**

- Skilled staffs.
- Latest machineries.
- Excellent working environment.
- Skills to make complex products.

### **3.13 Cutting Unit:**

- Proper fabric inspection.
- Operators are proper skilled.
- Whole cutting space 18000 Square Feet.
- Total 14 Cutting Machines.
- Auto Spreader Machine.

### **13.14 Sewing Unit:**

- Expert Operators & Helpers.
- Whole sewing space 70000 Squire Fit.
- State-of-the-art machineries.
- In total there are 1550 Sewing Machines.

### **3.15 Products:**

- Shorts / Bermuda
- Fancy 5 pocket jeans
- Basic 5 pocket jeans
- Chino Pants / Shorts

### **3.16 Customers:**

T.A. O - France

Alcott - Italy

Springfield – Spain

Auchan – France

JBC – Belgium

Takko - Germany

LPP – Poland

**Chapter 4**  
**Human Resource Management of TORQUE FASHIONS LTD.**



## 4. HR Planning

### Steps of HR Planning:

HR planning is a method that has almost no steps. Integrate human resource planning with corporate planning, the first step in HR planning is to integrate it with business planning. All labor planning stems from commercial strategy linked to a business approach. Estimating or surveying the internal and external natural factors that have an influence on employment availability and demand is the second phase in the HR planning process. Governmental influences on financial, geographic, and competitive situations are examples of natural components.

**Evaluation of internal HR capabilities:** Analyzing the internal pool of HR expertise is the next step. Appraisal of internal characteristics and shortcomings as part of HR planning necessitates an evaluation of the current workplace and workers, as well as the stocking of hierarchical capacities.

**Forecasting and estimating human resource demand and supply:** Predicting and calculating supply and demand for human resources: When predicting the HR market interest, hierarchical goals and processes are taken into consideration together with information acquired from outer natural filtration and evaluation of internal qualities and shortcomings.

**To find the needful HR:** The availability of HR must be determined when the requirement for them has been established. Choosing the sources from which the necessary instructors will be accessible is the primary step of HR planning. There might be internal and external sources.

## **4.1 Recruitment**

### **Concept of the Recruitment:**

Usually, recruiting is done based on the organization & development. A high number of individuals must be hired during the growth period. Similarly, when a firm is in decline or terrible shape, the demand for human resources is minimal. People are recruited in a firm for both higher and lesser jobs based on the necessity at the moment. Employees are primarily recruited throughout the year in the industrial sectors because they require people with a variety of skills, knowledge, and expertise to perform multi-disciplinary functions.

### **Recruitment Process:**

Both internal and external resources are employed for recruiting. An internal source is an organization's current workforce.

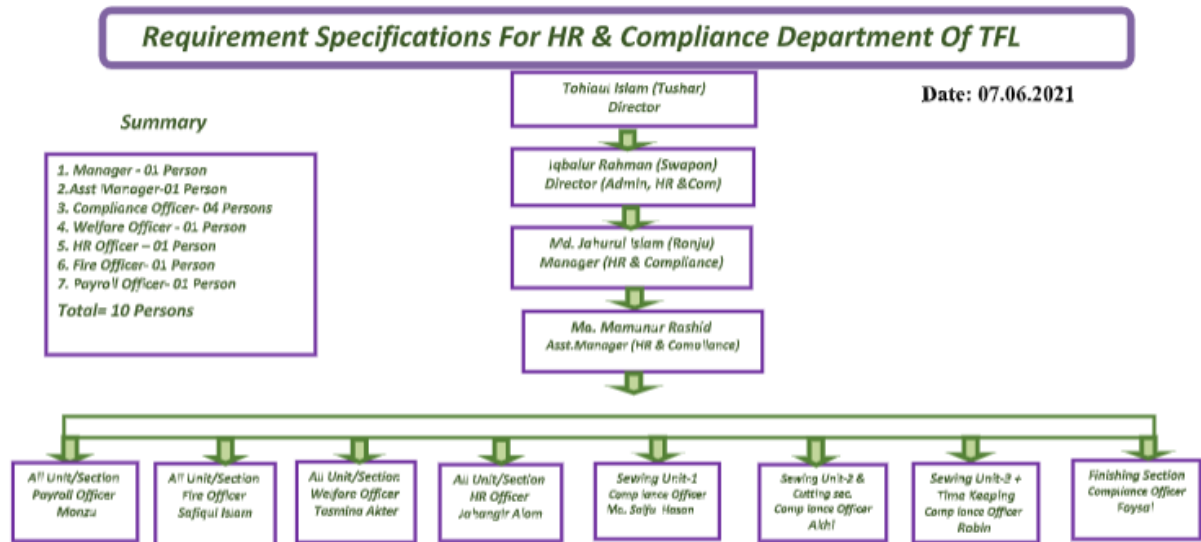
## **4.2 Methods of Recruiting:**

- **Job position:** The position comprises informing all present employees about open positions. Any employee who is interested in the position may participate in it on the job. The notice comprises information on the kind of post and the qualifying criteria.
- **Employee recommendations:** Another source of applicants is from other employees in different departments. Informal discussions among managers may reveal that the best applicant for a position is already employed by the organization, but in a different department.
- **Skill Invoices:** Each employee's skills, training, work history, and other pertinent information are recorded in a database that may later be used to find persons who possess the qualities necessary for a certain role.

### **4.3 External Recruitment Techniques:**

- **Advertising:** One of the most popular strategies is advertising. The most advantageous job postings outline the real nature of the task, the credentials required, and the salary range.
- **Employment Agencies:** Employment agencies are classified into three types: 1. Governmental Organizations 2. Private Staffing Firms 3. Management Consulting Company.
- **Campus Recruitment:** The act of sending representatives from a company to a university campus to interview potential candidates and create a pool of applications from recent graduates is known as campus recruiting. It is a great source for technical and professional personnel, aspiring advancement candidates, and management trainees.
- **Internship:** University internships are a common way for college students to get jobs. Internships are a crucial source of new employees for the company. Companies and students may both benefit from internships.
- **Organization for Professionals:** Many organizations for professionals provide their members placement services.
- **Employment Subletting:** People who are hired by one business and given a specific amount of time to work there are known as leased workers.

#### 4.4 Organogram for HR and Compliance Department:



## **Chapter 5**

### **Internship Activities**

## **5. Internship Duties:**

- To write the unauthorized absent letter.
- Diligently visit the different units and floors.
- Communicate with the workers, find out if they have any problems or complaints that needs addressing.
- Machine inspection, checking whether the scissor and cutters are properly attached to the machines.
- Checking whether the workers are wearing their masks and ID cards.
- Making sure that the ice marks on the workers' floor are clear.
- Going over the workers' files to see if everything is okay and updated; if there are any errors, they need to be addressed.
- Ensuring whether all the workers submitted their necessary documents upon joining; making sure there are no minors working in the company.
- Making sure that the company rules are properly followed.
- Assist the manager with different duties.

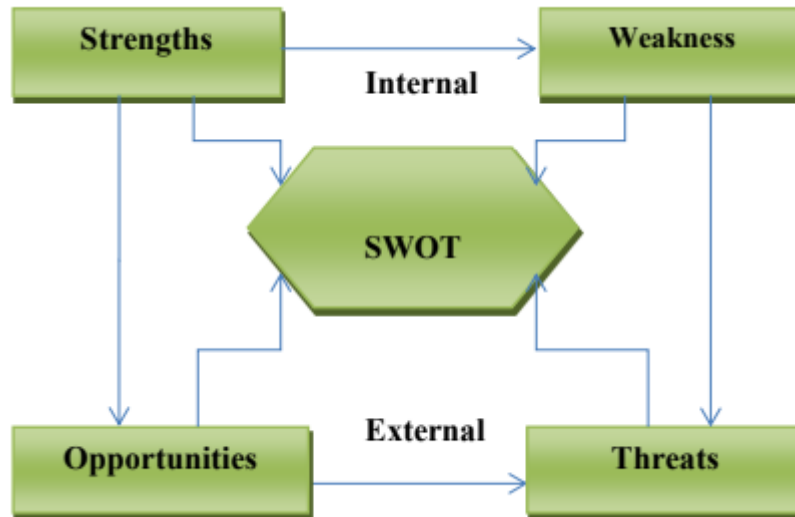
## **Chapter 6**

### **SWOT Analysis**

## 6. SWOT Analysis of TORQUE FASHIONS LTD.:

Every organization is bound with some internal strengths, weaknesses, opportunities as well as some threats of its own.

SWOT analysis of TORQUE FASHIONS LTD. is given below:



### 6.1 Strengths of TORQUE FASHIONS LTD.:

- Workforce are available at lower cost.
- Skilled workers.
- The company has good qualities of sophisticated machines which are mostly from Japan, USA, Spain and India.
- Company provide standard quality of products.
- Fully export oriented factory.
- Factory is green as well as eco-friendly.
- High demands of women wear.
- They have huge market demand on European Union.
- They can supply their products very quickly.



## **6.2 Weakness of TORQUE FASHIONS LTD.:**

- Lack of proper maintenance of the production sector.
- Longer lead period.
- Lack of trading method.
- Poor infrastructure.
- Poor number of product variety.
- Lack of effortless on-hand middle management.
- Lack of process unit.
- Lack of new technologies.

## **6.3 Opportunities of TORQUE FASHIONS LTD.:**

- There are possibilities of producing more and more high quality of cloths.
- Demand of products are increasing day by day.
- Investors are investing into Green & Eco-friendly factory more and more.
- Possibilities to have market value worldwide.

## **6.4 Threats of TORQUE FASHIONS LTD.:**

- Political grievance situation.
- Rapidly increasing the price of raw materials.
- Lack of financial supports.
- Severe environmental pollution.
- Labor grievance.
- Indifferent workers.
- Complexity of document process.
- Child labors.

## **Chapter 7**

### **Findings**

## 7. Findings:

- The organization did not get a waiver certificate from the relevant authorities for power generators with a capacity of 680KW. Nonetheless, the facility has previously applied to the relevant authorities on August 6, 2019.
- The factory has two boilers that run on compressed natural gas. The factory stored several gas cylinders in the cover van, which remained in front of the building, besides the egress road.
- In many areas, risk assessments have not been presented. Accessories store, dining room, cafeteria, and daycare room are prime examples.
- Some employees are working near the industrial exhaust fan. The safety distance is not being maintained aptly.
- Through the documents review it was noted that approximately 10% ergonomics chairs (with lumbar support and padding) are not supplied to sitting employees at sewing unit.
- Extravagance materials are not properly partitioned.
- Exit lights missing in the spot rooms.
- From the documents it was noted that all the employees are not properly trained on training like health and safety issues, awareness training like COVID -19 etcetera.

## **Chapter 8**

### **Limitations**

## **8. Limitations:**

- Most of the time I observed audit in the factory so that employees were too busy, so that I could not able to learn from them properly.
- For audit sessions my learning process was too slow.
- Lack of organizing chain of command in the factory.
- As my background is totally different from my internship field it was very much difficult for me to adopt HR processes, labor laws, factory management and others textile related issues within this short period of time.
- As an intern I was not permitted to get all the factory information and data collection.
- Data collection has been problematic as a result of audit sessions and poor reporting processes at the factory.

## **Chapter 9**

### **Recommendations**

## **9. Recommendations:**

- The factory should obtain the necessary licenses and certificates from the appropriate authorities.
- The organization must keep this up to date.
- The facility must keep this in accordance with the law.
- The company should equip sitting staff in the sewing sector with ergonomic chairs (with back support and a cushion).
- The facility must keep this in accordance with the law.
- The facility must be maintained in accordance with the legislation
- Extravagance materials should be properly partitioned.
- There should be safety exit lights in the spot rooms.
- Factory need to be ensured that 100% employees are properly trained on training like health and safety issues, awareness training like COVID -19 etcetera.

## **Chapter 10**

### **Conclusion**



## **10. Conclusion:**

As one of the largest green manufacturing lines, Torque Fashions Ltd works in many parts of the world, providing clothing to various classes of clientele. In the area where there would not be a green manufacturing factory for any garments from the division of cutting-edge focused clothes, there is a Torque processing facility. Clothing has a practical role in the development of the country. In recent years, Torque Fashions Ltd. has made tremendous advancements. I am appreciative of the chance to further my career inside this company. In order to interpret all of the facts in the report, I tried to integrate involvement with clothing with the linkage of keen work. The board will also benefit if they thoroughly investigate the problem, consider the solutions offered in this text, and implement the necessary remedial steps. It will also be beneficial to the articles of clothing the board if they carefully research the issue and evaluate the proposals in this document, as well as take basic actions for corrective measures. Bangladesh's export of readymade clothes in the concentrated globalized marketing illustrates the country's position in the neoliberal sector. The export of ready-made clothing by Bangladesh in the context of worldwide, focused marketing exemplifies the nation's place in the neoliberal economy. The main requirement for outfitting, ensuring a safe workplace, employees' rights, and continuous sector expansion is the development of excellent administration. The study illustrates the overall HR activity in facilities producing ready-to-wear clothing. One of the key elements of superior administration is the development of accountability and candor at all levels of responsibility.

## **Chapter 11**

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## **Chapter 12**

### **Appendices**

## 12. Certificate from TORQUE FASHION LTD.



# Torque Fashions Ltd.

**Head Office :**  
House # 25, Road # 01, Sector # 13  
Uttara, Dhaka 1230, Phone -88 02 7913957.

**Factory :**  
Paragram, Ashulia Bazar,  
Ashulia, Dhaka.

Ref No: Compliance/ HR/ 12

Date: 17 November 2022.

### TO WHOM IT MAY CONCERN

*This is to clarify that ALAYA JANNAT MUNNI daughter of S.M ASHRAFUL ALAM & SHELINA BEGUM, ID: 191-10-399, Department of English, student of Daffodil International University. She has completed her internship program of three months at Torque Fashions Ltd. starting from 27<sup>th</sup> August 2022 till 24<sup>th</sup> November 2022.*

*She was assigned in HR & Compliance Department especially in HR. She showed a good attitude towards learning new procedure & practice.*

*During her attending the internship program we found her honest, hardworking, intelligence and her responsiveness is impressive.*

*We wish her success in career.*

*From Torque Fashions Ltd.*

**Md. Jahurul Islam (Ronju)**  
**Manager (HR & Compliance)**



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**Factory:**

**Paragram, Ashulia Bazar, Ashulia**

**Dhaka- 1341**

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## 12.1 Photographs of Machineries:



**Drying Machine**



**Wash Machine**





**Boiler**



**Ozone**



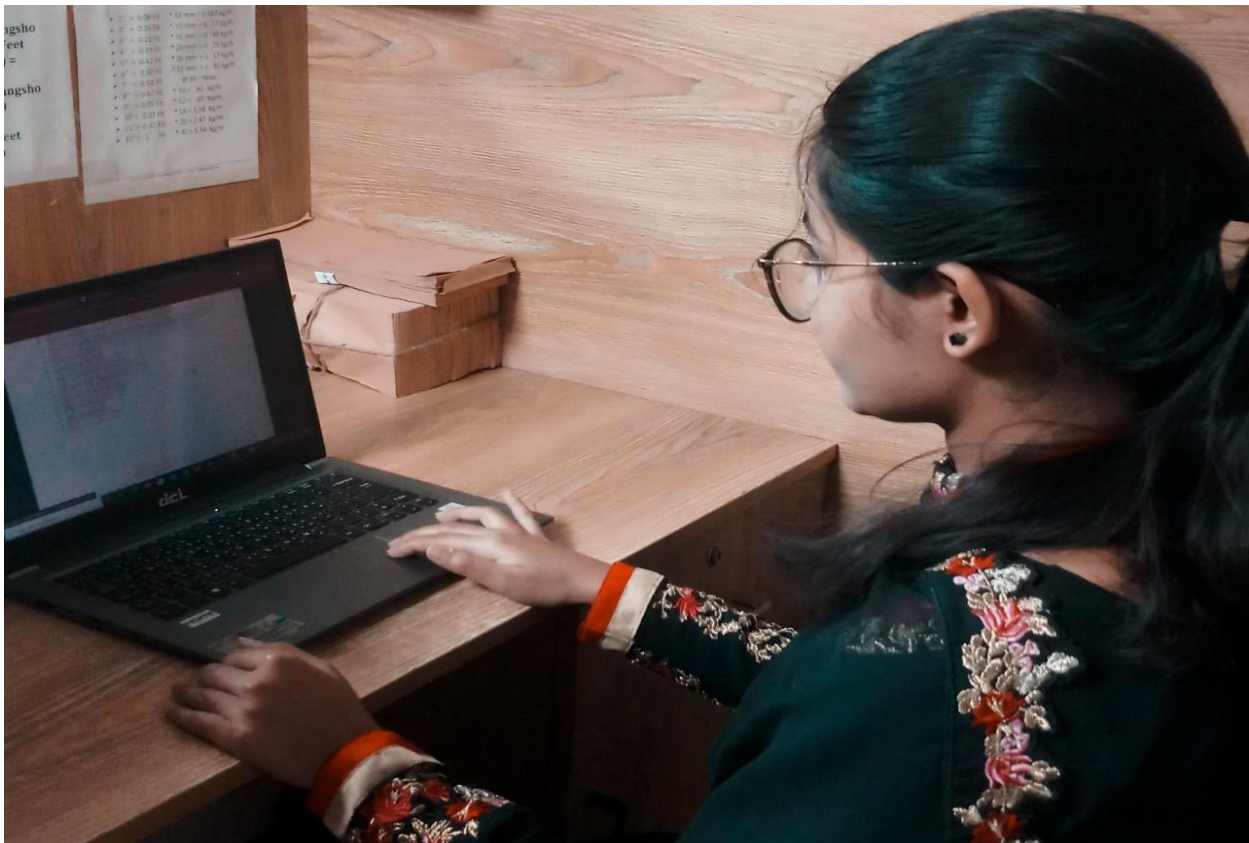
**Arges LG-3D-X7**



## 12.2 Photographs at TORQUE FASHION LTD.



**Figure 1**



**Figure 2**



**Figure 3**



**Figure 4**





**Figure 5**



**Figure 6**





**Figure 7**



**Figure 8**

