

**Report On**  
**Meghna Executive Holdings**  
**Overview of Six Major Departments**

**By**  
**Mayeda Mumtahina**  
**24281084**

**Post Graduate Diploma in Knitwear Industry Management (PGD-KIM)**  
**Executive Development Center, BIGD**  
**BRAC University**  
**May 2025**

**© 2025. BRAC University**  
**All rights reserved.**

## Declaration

It is hereby declared that

The internship report submitted is my/our own original work while completing the degree at Brac University.

The report does not contain material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing.

The report does not contain material that has been accepted or submitted, for any other degree or diploma at a university or other institution.

I/We have acknowledged all main sources of help.

**Student's Full Name & Signature:**



**Mayeda Mumtahina**

ID: 24281084

**Academic Supervisor's Full Name & Signature:**



**Zarine Anan Khondoker**

**Programme Coordinator**

**BIGD, BRAC University**

# Letter of Transmittal

**Zarine Anan Khondoker**

**Programme Coordinator**

**BIGD, BRAC University**

Subject: Internship report on six core departments of Meghna Executive Holdings.

Dear Ma'am

It is my pleasure that you have given me the opportunity to complete my internship report on Meghna Executive Holdings, which your direction appointed me.

Meghna Group has been one of the largest groups of companies serving local and global clients since 1992. They focus on sustainability by establishing state-of-the-art eco-friendly facilities. Meghna Group is one of the core branches in the RMG industry of Bangladesh which started its journey officially in 2008.

I have attempted my best to finish the report with efficient data and have attempted my best to input more essential information. Also, I would like to express my gratitude to you to allow me the opportunity to complete this report under your guidance and supervision. I am ensuring that the report will meet the desires.

Sincerely yours,



---

**Mayeda Mumtahina**

ID: 24281084

Executive Development Center, BIGD

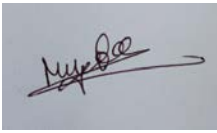
Brac University

Date: November 2025

## **Non-Disclosure Agreement**

This agreement is made and entered into by and between Meghna Executive Holdings and the undersigned student at EDC, BIGD, Brac University.

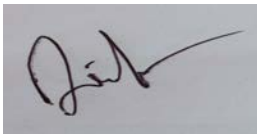
**Student's Full Name & Signature:**



**Mayeda Mumtahina**

ID: 24281084

**Industry Supervisor's Full Name & Signature:**



**Kazi Abubakkar Siddique**

Senior Designer, Product Development and Design Studio

Meghna Executive Holdings.

## **Acknowledgment**

Starting by the name and blessing of our almighty Allah.

Firstly, I would appreciate my opportunity for this project which is tremendously helpful for my career and self-development. I always thank my almighty for giving me enough imagination, ability, energy and skills to explore my educational knowledge and complete this project.

Secondly, I would especially like to thank my academic supervisor **Zarine Anan Khondoker**, Programme Coordinator, BIGD, Brac University who is an extraordinary and highly talented. She is a great mentor and she has aspects of various kinds of knowledge of this Industrial Training course, so she completed it successfully. I am honored by the given guidance by my respective supervisor to accomplish each and every necessary work for this assignment.

I would like to express my gratitude to my industrial supervisor **Kazi Abubakkar Siddeque**, Senior Designer, Product Development and Design Studio of Meghna Executive Holdings for stating a supporting mentor during the industrial work and for managing access to other departments to accomplish my research for the project.

I would also like to thank the other departments like HR and admin department, Product development department, merchandising department, Printing and making section, Warehouse and inventory section and Quality section and all the employees who have helped me in completing my training period.

I would finally like to thank my family members, friends and classmates who helped me throughout the whole process of this project.

## **Executive Summary**

The summary is the reflection of my Industrial Training at Meghna Executive Holdings. I have been working here as an executive for the last two years. I was working on my industrial training for the last three months and I acknowledged everything in detail. I got an opportunity to practice and experience my learnings and skills in an efficient way by implementing the knowledge which I have been learning over the last 9 months at PGD-KIM, Brac University.

This PGD-KIM course is the projection of the development of the knitwear industry by BKMEA in association with SICIP. Knitwear has a large contribution to the RMG industry for the improvement of our country. Bangladesh has a great impact and also opportunities in this industry. This course made my knowledge vaster about the knitwear industry.

So, the projection of this report is practical knowledge and experience in the knitwear industry. I have made the report with detailed and efficient information. This experience is a great help for my future career.

This report is on achieving practical knowledge and experience which will help me in my future career. And I have prepared this report with all the necessary information and data and related steps of industrial training.

## **List of Acronyms**

LTD: Limited

3D: Three dimensions

SOP: Standard Operating Procedure

BGMEA: Bangladesh Garments Manufacturing and Exporters Association

BKMEA: Bangladesh Knitwear Manufacturing and Exporters Association

RMG: Ready-Made Garments

SICIP: Skills for Industry Competitiveness & Innovation Program

HR: Human Resources

ISO: ISO - International Organization for Standardization

T&A: Time and Action

MS: Microsoft

TOP: Top of Production

KIM: Knitwear Industry Management

PGD: Post Graduate Diploma

BIGD: BRAC Institute of Governance and Development

MEH: Meghna executive holdings

## **Table of contents:**

### **Contents**

|                                                                                 |    |
|---------------------------------------------------------------------------------|----|
| Chapter 1: About the organization                                               | 10 |
| Overview of the Industry                                                        | 10 |
| <b>1.1: Vision &amp; Mission</b>                                                | 11 |
| 1.2: Goals & Objectives                                                         | 11 |
| 1.3: Organizational Structure of Meghna Executive Holdings:                     | 12 |
| 1.4: Products of Meghna Executive Holdings.                                     | 13 |
| 1.5: Buying partners                                                            | 13 |
| Chapter 2: Description of task accomplishment                                   | 14 |
| 2.1: Product Development Department:                                            | 14 |
| 2.2: Sample section:                                                            | 17 |
| 2.3: Merchandising Department:                                                  | 18 |
| 2.4 Human Resource Department:                                                  | 20 |
| 2.5: Print section:                                                             | 21 |
| 2.6: Store & Inventory:                                                         | 22 |
| Chapter 3: Critical assessment of internship work                               | 24 |
| 3.1 Application of generic and industry-specific courses during the internship: | 24 |
| HR Skills and Competencies (KIM 101)                                            | 24 |
| Analytical Skills (KIM 102):                                                    | 25 |
| Communication Skill (KIM 103):                                                  | 26 |
| Business Operational Skills (KIM 104):                                          | 26 |
| Introduction to Garments Industry-Knitwear (KIM 201)                            | 26 |
| Production Management and Merchandising (KIM 203):                              | 26 |
| Qualities Management (KIM 204):                                                 | 26 |
| Supply Chain Management (KIM 204):                                              | 27 |
| 3.2 Suggestion for Industry improvement (Based on Internship):                  | 27 |
| Marketing Terms                                                                 | 27 |
| Warehouse Stock Management                                                      | 28 |
| Production Efficiency                                                           | 28 |

|                                    |    |
|------------------------------------|----|
| Cutting Efficiency                 | 28 |
| Development and training purpose   | 29 |
| Payment Term Improvement           | 29 |
| 3.3 Learning for self-improvement: | 30 |
| Chapter 4:                         | 31 |
| Conclusion                         | 31 |
| References                         | 32 |

### **List of Tables:**

|                                                          |    |
|----------------------------------------------------------|----|
| Table -0-1: Products of Meghna Executive Holdings        | 13 |
| Table -0-2: Buying partners of Meghna Executive Holdings | 13 |
| Table -0-3: Internship department visiting schedule      |    |

### **List of Figures:**

|                                                                            |    |
|----------------------------------------------------------------------------|----|
| Figure 1: Organogram of Meghna Executive Holdings                          | 12 |
| Figure 2: Some Visual representation of product development procedures     | 15 |
| Figure 3: Different stages of product development in Meghna Knit composite | 16 |

# Chapter 1: About the organization

## Overview of the Industry

Our RMG industry is the most vital & rapidly growing sector of our country's economy. As the second largest garments exporter in the world, it is the largest export earning sector of our Bangladesh. This sector provides employment for more than 4 million people in our country, predominantly women from rural areas. About 85% of the workforce are women. (BGMEA, n.d.)

As of recent estimates, RMG sector covers 80% of our country's export income and contributes 12% to our country's GDP. This industry generated 42 billion US dollars in export revenue in the year 2022-2023. Most of our Buyers are Europeans & Americans. (BGMEA, n.d.)

There are a lot of renowned garment exporters in our country, provide the best quality to buyers, and I chose Meghna Executive Holdings to do my internship.

Meghna Knit Composite, which is a prominent & well-established garments manufacturer and exporter was founded by Sheikh Mohammad Abdullah in 2007. He started this as a family business and it quickly developed a reputation for producing high quality garments with vertically instigated production process. (Meghna, n.d.)

- Meghna Executive Holdings – Garments Division

Major Units / Concerns:

Meghna Knit Composite Ltd.

Executive Intimates Ltd

Executive Greentex Ltd.

Meghna Dresses Ltd.

Executive Hi Fashions Ltd.

Sublime Greentex Ltd.

These units are located mainly in Savar, Gazipur, and Sreepur, and are equipped with vertically integrated production facilities including knitting, dyeing, printing, embroidery, and garment stitching.

- Meghna Executive Holdings – Head Office (Dhaka)

Key Divisions / Concerns:

Corporate Office & Executive Leadership

Executive Motors Ltd. (Exclusive distributor of BMW in Bangladesh)

Executive Machines Ltd. (Authorized Apple reseller)  
Executive Lifestyles Ltd. (Distributor of premium lifestyle brands like Kohler)  
Penthouse Livings Ltd. (Luxury home décor and furniture)

Currently, Mr. Mokhlesur Rahman Pinto is the Managing Director of Meghna Executive Holdings, and under his leadership, the group has expanded rapidly across both industrial and consumer sectors.

- **Sewing Line:** Around 1,353 units of sewing machine, and Approximately 50+ lines
- **Capacity:** 2 million pieces monthly
- **Unit:** Washing, Dyeing, Printing, Cutting, Sewing, Finishing
- **Medical Facilities:** Primary treatment facilities & First aid box
- **Certifications:** LEED Gold and Platinum, BSCI, SEDEX, OEKO-TEX Standard 100, ACCORD on Fire and Building Safety, GOTS, ISO 9001, ISO 14001
- **Yearly Turnover:** \$200 Million
- **Company Size:** 16000-18000 people
- **Founded:** 1965 (Meghna, n.d.)

## 1.1: Vision & Mission

### **Vision:**

Our vision to create total accuracy on productions & Shipments also Prioritize employees & workers to Contribution to society. Stay committed to sustainability & innovation.

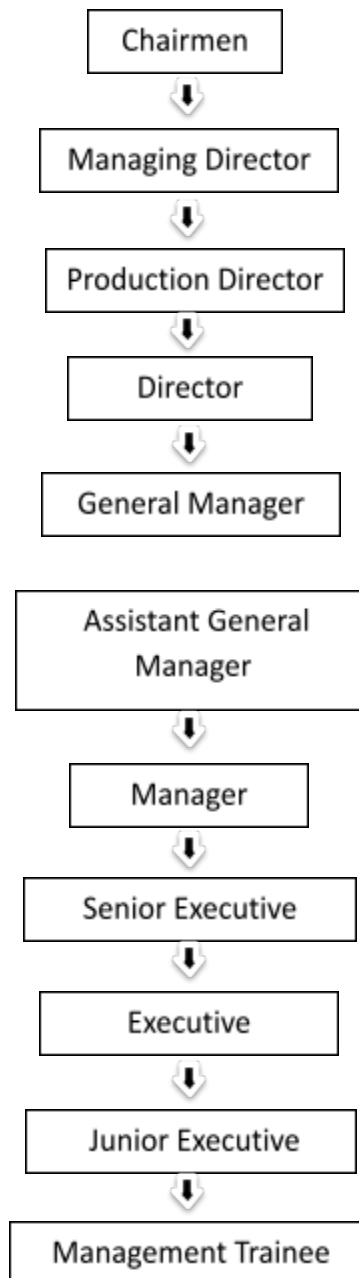
### **Mission:**

Our mission is to deliver high-quality products to global markets through sustainable growth and innovation. We are dedicated to responsible business practices that support both community development and environmental care. (Meghna, n.d.)

## 1.2: Goals & Objectives

Meghna Executive holdings focus on Expanding global exports while ensuring top quality products for their customers. They always support & train their employees & practices on ecofriendly production. Meghna Executive supports diversity products & markets. (Meghna, n.d.)

### 1.3: Organizational Structure of Meghna Executive Holdings:



## 1.4: Products of Meghna Executive Holdings.

Meghna Executive Holdings has five different factories for producing its products. Even though I put up a table about the products of Meghna Executive Holdings, not all the items are bestsellers.

| Garments Item (Knit)                                                |
|---------------------------------------------------------------------|
| Men's T-shirt, Polo, Sweatshirts, Bottoms                           |
| Women's T-shirt, Sweatshirts, Cardigans, Bottoms                    |
| Boys & Girls Polo, T-shirts, Cardigan, Bottom, Long sleeve T-shirts |
| Kids polo, T-shirt, Bottoms,                                        |
| lingerie items.                                                     |

*Table -0-1: Products of Meghna Executive Holdings*

## 1.5: Buying partners

Currently, Meghna Executive Holdings works with different buyers from Europe and America. Both units combined have more than 30 buyers.

Marks & Spencer (M&S), Primark, and C&A among the biggest buyers for their major units, along with H&M, Tesco, and Perry Ellis.

Meanwhile, other units are working with significant buyers like Best Seller, Decathlon, and USPA. (MEH, n.d.)

|                                                                                     |                                                                                     |                                                                                      |                                                                                       |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Table -0-2: Buying partners of Meghna Executive Holdings*

## Chapter 2: Description of task accomplishment

Department Visiting Schedule To visit each department of the chosen departments, a plan was established. To gain practical experience, some practical work has been completed. I visited on the timetable listed below:

| Participating Department       | No of Days     | Location | Date                        |
|--------------------------------|----------------|----------|-----------------------------|
| Product Development Department | 25 days        | MEH      | 1-Aug 2025 to 31-Aug 2025   |
| Sample section                 | 10 days        | MEH      | 01-Sep 2025 to 13-Sep 2025  |
| Merchandising Department       | 15 days        | MEH      | 14-Sep, 2025 to 30-Sep,2025 |
| Human Resource Department      | 15 days        | MEH      | 01-Oct, 2025 to 14-Oct,2025 |
| Print section                  | 2 days         | MEH      | 18-Oct,2025 to 19- Oct,2025 |
| Store & Inventory              | 3 days         | MEH      | 20-Oct,2025 to 22- Oct,2025 |
| <b>Total</b>                   | <b>70 days</b> |          |                             |

*Table 0-3: Internship department visiting schedule*

### 2.1: Product Development Department:

Product development is the process that completes the process of a product from idea generation to market launching. As a part of my internship, I was assigned in Product Development department for 25 days from 1-Aug 2025 to 31-Aug 2025 to follow and work closely with the team.

This process is not only to launch new products but also to upcycle and recycle previous products. I am working as a designer in Meghna Executive Holdings in the designing & product development department. This is one of the most important responsibilities of a RMG factory. I have to think of a product from scratch to sell USP points to our customers.

As a product developer and trendsetter initiator in a fashion and clothing brand, we initiate below major kinds of Product categories -

- New to the market
- New to the company
- Improved existing products
- Extension of top-selling product lines



*Figure 2: Some Visual representation of product development procedures. (picture, n.d.)*

To develop and launch products we are trained to follow the 3 Ps of product development. They are: **Product, Price, and People**. During my industrial training these things were reminded by my supervisor again which we always maintain subconsciously and also consciously.

Different Stages of Product Development Process in Meghna Executive Holdings:

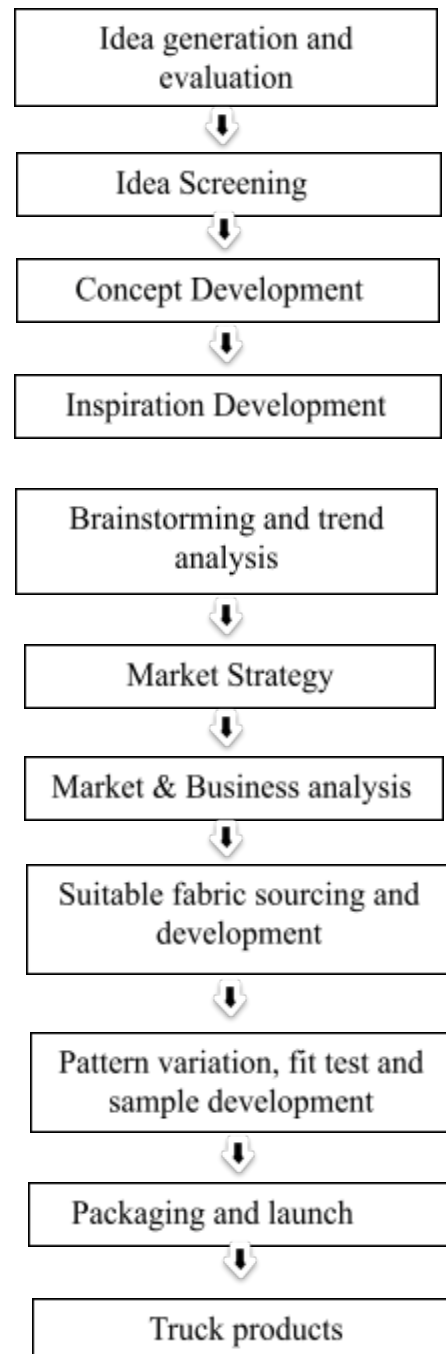


Figure SICQ Figure 17 APPENDIX 2: Different stages of product development in Meghna Knit composite

Figure SICQ Figure 17 APPENDIX 4: Different stages of product development in Meghna Knit composite

## 2.2: Sample section:

As a product developer, this is the most visited and important department in our organization. By sampling one can understand the workability of an organization. Sample section helps to do the consumption and costing of raw materials easily. As a part of my internship, I was assigned in sample section department for eight days from 01-Sep 2025 to 13-Sep 2025 to follow and work closely with the team.

In Meghna Group we have two sample sections in all branch. One is used for Design Studio and another in the bulk production. The design studios sample section's purpose is to communicate with designers easily and develop the samples with the proper concept, fit, color, detailing and sizes. The bulk sample section is used to develop samples for the merchandiser's end in maximum cases. During the sampling, almost every department is involved in making the sample so that everyone can suggest their expert opinion. And these opinions help to have a smoother bulk production.

### Types of samples we do in Meghna Group:

- I. **Development/Concept samples:** This sample is mostly focused on design accuracy with proper pattern and fitting alignment proportion with Design.
  - Cut & sew- These development samples are made based on only pattern variation.
  - Embroidery- Machine embroidery or hand embroidery both are used in our company and the designers make the design tracings in graphics before stitching.
  - Print- Screen print, digital print, block print, disperse print, puff print, reactive print and sublimation print are done for the development of fabric by the designers in Meghna Group.
  - Dye- The designers do dip dye or the ombre dye very often here. Also, other dyes are done for sample creation.
- II. **PP sample (Pre-production sample):** Once the conceptually developed sample is approved, then the designer hands over the sample with the tech pack to the merchandiser

for the PP sample. PP sample is for accurate fit and surface ornamentation accuracy as the Tech pack

- III. **Color sample:** After getting the tech pack the merchandisers do color samples if the fabric needs to dye then take the final approval from designers after approval from the factory production team, then they make a PP sample of the color-approved fabric.
- IV. **Size-Set Sample:** Size-set samples are a set of samples with required quantities of every size. These samples are pre-production samples with all actual finishing. These samples represent the actual sample production. During the Pre-production meeting, the factory production manager gives approval. After his approval, the factory starts actual bulk production.
- V. **TOP samples** (Top of production): During the pick time of production, a few sample goods are randomly collected and sent to the designers and QC to understand the quality of bulk production.

### 2.3: Merchandising Department:

The Merchandising Department is one of the core departments in our organization. I had a chance to make a substantial contribution to Meghna Group's dynamic Merchandising section during my internship period from 14-Sep, 2025 to 30-Sep,2025. As an intern in this division, i learn lot of things from Mr. Mosuir (Deputy manager) who guided me for this section.

There are 5 teams in the merchandising department of Meghna Group and they are the link between the factory and the warehouse. The teams are divided on the basis of how many teams of product variations are working here. Each and every team is different from one another and very much unique according to production criteria.

Merchandisers execute the developed samples from purchase to production. The PP samples are developed in Factory and approved by the factory production team and development manager or individual designers. They follow up the entire process till the products are sold to the customers. They keep track of the development of the inventory of a product and keep updated on others that are required.

Merchandiser plays a very efficient role in costing, production, and delivery on time. Merchandising process plays a vital role in the company's success. A merchandiser has to prepare the capacity planning for the upcoming season with the coordination of the planning department, design department, procurement department and production department so that the factory is able to deliver the goods within the given lead time.

My supervisor and our merchandiser team's senior executive helped me during my internship to know about how they work and what kind of processes and qualifications they require to accomplish their tasks on time.

#### Duties of Merchandiser in Meghna Group:

Follow tech packs from the design department.

Follow up on the costing and pricing.

Pricing and negotiation.

Raw material sourcing

Ordering the material and following up till goods are in-house.

Capacity planning for production and on-time delivery.

Maintain quality and follow it up with the quality check department.

Follow up on the finishing of the goods and final inspection report.

Ensuring delivery in lead time.

Ensuring quality and quantity.

#### Qualification of merchandiser in Meghna Group:

- I. Decision making:** Merchandisers should take their decision effectively at the right time and also need to act in the right way. Decision-making is the key to their work success.
- II. Communication skill:** Merchandisers have to have regular communication with buyers. Both designer and merchandiser should communicate properly during the whole process till delivery to customers.
- III. IT skills:** Merchandisers must be well-sound in computer skills or modern technology to track every work in detail so that they can easily maintain documentation. MS Excel, MS Word, MS PowerPoint, and mailing are the regular software where they work. We have organizational software which is also needed to be maintained by the merchandisers on their part.
- IV. Team Working skill:** Merchandisers must play with a team not only with his own department but also with other departments. In business collaboration with the design and production department is very much necessary.

- V. Planning and organizational skill:** Planning according to organizational criteria is very essential for merchandisers to achieve the goals in lead time. T&A (time and action) is required to maintain the lead time of events and seasons.
- VI. Leadership skill:** Merchandisers should take their decision effectively at the right time and also need to act in the right way. Decision-making is one of the most important works of a merchandiser.
- VII. Other skills:** Commercial awareness, Dedication, efficiency, evaluating under pressure, etc.

#### **2.4 Human Resource Department:**

I had the pleasure of being able to completely immerse myself in the dynamic and innovative Human Resources (HR) department on 01-Oct, 2025 to 14-Oct,2025 where I had the distinction of completing my internship. My internship experience in this department provided me with a deep dive into the essential functions that support the organization's efficiency and employee well-being where Mr. Shafayat, Senior manager provided me the instruction.

Human resource department is responsible for payroll, training, appraisal, headhunting, recruitment, record management, retention, compensation and benefits. These all responsibilities are essential for the enrichment of the company's success.

The RMG industry is the core factors of our economic development. Brands are now focused on compliance and sustainability. The RMG industry is very competitive now. The human resource management of Meghna Executive Holdings follows good compliance and efficient management. Compliance is very important work for HR to maintain. Keeping employees safe, healthy and satisfied is one of the main goals of any HR department.

#### **Responsibilities of HR concerns in Meghna Executive Holdings:**

- I. Employee engagement:** This is an activity or proper effort from an employee towards the company according to their job description. Our HR is focused on this engagement maintenance for every department's employee.
- II. Recruitment & Hiring:** Hiring the right employee for the right role in a company is a business goal that leads a company to success. HR plays the main role in this success. In our company the department heads are allowed to give heads up in recruiting and hiring.
- III. Headhunting:** This is the procedure for finding a proper candidate after the interview session. This is very much effective for any post procedures of an interview.

- IV. Payroll:** In Meghna Executive Holdings our HR and admin team maintain the payroll process every month. They track the hours worked, calculate the employee's pay and distribute the salary on time. They also record the payroll expenses calculation-wise.
- V. Performance management:** Proper planning, monitoring, reviewing and rewarding the employees are our HR department's concern work. By doing all these activities HR manages the overall performance of our company along with the employees.
- VI. Audits and legal compliance:** Review of organization's policies and documentation and track the alignment with existing regulations of the RMG industry.
- VII. Salary and wages:** They comply with the minimum wage law of Bangladesh and provide salaries to the employees and provide additional festive bonuses.

## 2.5: Print section:

I had the pleasure of being able to completely immerse myself in the dynamic department which is printing section on 18-Oct,2025 to 19- Oct,2025 where I had the distinction of completing my internship. My internship experience in this department provided me with a deep dive into the essential functions that support the organization's new ability or new technique where Mr. Bahar, assistant manager who provided me the instruction.

The printing mechanism creates variation in surface with different colors and media. Different kinds of printing techniques are done for the development of fabric by the designers in Meghna group. As a product developer and designer this is one of the most visited and worked with sections in our company.

### Types of Print Techniques done in Meghna Group:

- I. Screen Print:** According to our product line most of our women's collection has a separate collection of screen print. The designs of the screen positives are developed by designers. Pigment color is used by pressing on fabric and developing the product with print.
- II. Disperse Print:** This is a dye sublimation process that is largely done on georgette or synthetic fabric in our factory. The fabric needs post-treatment heat after printing.
- III. Reactive Print:** This technique involves penetration into the fiber of the fabric. We develop surface designs and print them on cotton fabric by applying the reactive print process. We create printed designs on both sides of the fabric equally and this makes our designs unique.
- IV. Puff Print:** This process is a variation of screen print. Its ink materials are mixed with a foaming agent and pressed on fabric like a regular screen print. After sending the fabric

down the dryer then it creates the design puffy by spreading the ink and brings a 3D look. We use this process here on knit, khadi and georgette.

- V. Digital Print:** This is a process of printing directly from an image by a fabric printing machine. In our factory, this process is still not always available. We do a very small portion of digital print garments.
- VI. Block Printing:** We make wooden blocks with our own designs and use them on cotton fabrics to create asymmetric unique compositions on the surface.
- VII. Sublimation Print:** This printing process requires protective paper and prepress. After locating the design, it's taped into the place as instructed.
- VIII. Hand Paint:** We have set up some big frames for hand paint in the factory. We develop some specific T-shirt or some more on those frames by hand painting. We use fabric colors and brush to develop the design on the surface.

## 2.6: Store & Inventory:

A company's goods, ready to sell products along with raw materials are kept in the store and inventory department. During my internship tenure I had the opportunity to work with the team on 20-Oct,2025 to 22- Oct,2025 on the supervision of Mr. Ashik Alam.

Meghna Group maintains inventory of their factory properly and there are different sections of different teams and departments from design studio. The store also includes the raw materials, production goods and also leftovers or rejected. We always try to recycle the rejected or leftover garments with our innovation.

### Divisions of Store of Meghna Group:

#### **I. Fabric section:**

- Woven
- Knit

#### **II. Accessories:**

- Button
- Lace
- Sewing thread
- Elastic
- Metal accessories

#### **III. Warehouse**

- Finished goods

#### Inventory Management in Meghna Group:

During my internship period I have visited the store and inventory frequently. Store manager of our Meghna Group helped me a lot to learn about the details which I was not aware fully. We follow **ERP** inventory management and we have internal software for inventory.

Our Inventory is divided into three sections.

##### 1. Fabric

This is divided into 3 parts. Knit, Woven & Fillers. Each item is categorized and labelled so that they are found easily when needed

##### 2. Accessories

In these sections all kinds of trims & accessories are stored. from sewing thread to carton. every item is sorted according to buyer & merchandising teams to avoid any confusions and mix-up

##### 3. Warehouse

This is the part where all the finished goods which are packed and waiting for shipments are stored.

All the inventory goods are registered in our ERP system where every detail of them are found. and the stored are maintained properly to avoid any kind of accidents or damages.

## Chapter 3: Critical assessment of internship work

I'm happy to inform that the several weeks of theoretical and practical training I received during my PGD in Knitwear Industry Management (KIM) program have expanded my knowledge and skill set. I can say with confidence that the KIM curriculum is notable for its open-mindedness and intellectual stimulation, both of which are skilfully designed to promote learning by doing. I've studied at several different universities. I was able to improve my abilities, acquire fresh perspectives, and expand my professional horizons because of the PGD-KIM program's invaluable information and practical experience. Classes like mail communication and public speaking have helped me conquer my fear of public speaking, increase my capacity to connect with suppliers and buyers, and acquire confidence in my presentations. I strongly recommend the PGD-KIM program to anyone hoping to enhance their career prospects and personal development. With the right attitude and effort, this curriculum offers a great platform for developing new abilities and refining current ones, ultimately preparing learners for success in the apparel industry. Based on my training sessions, I will discuss six distinct departments. During this period, I have received the necessary guidance from my industrial supervisor and relevant experts from the Meghna Group departments.

### 3.1 Application of generic and industry-specific courses during the internship:

I completed the academic part of this course in six months and industrial training of three months in Meghna Group. First and foremost, having successfully finished courses in human resources, communication skills, and analytical skills throughout the first term of my studies, I am far more confident in my professional talents. In the second term, I had the privilege of investigating a number of fields that are directly associated with the creation of clothing, including industrial engineering, quality management, production management, and retailing. I was drawn to a few of these courses because they provided me with invaluable chances to apply theoretical knowledge to practical situations. For example:

#### HR Skills and Competencies (KIM 101)

To ensure ethical and legal compliance, the company is dedicated to abiding by every relevant national and international government rules and legislation. This training has also provided valuable insights on departmental administration and effective leadership, including setting clear goals, empowering team members, and fostering a great work atmosphere. We hope to improve overall operational success and productivity by putting these concepts into practice. The

company places a high premium on the welfare and career advancement of its workers. As a result, we consistently make investments in resources and facilities that meet their needs. I've discovered that the concepts covered in other theoretical classes complement one another, which has enhanced my understanding of the subject and raised my regard for its wider implications. Since the company prioritises corporate social responsibility, we actively engage in initiatives that promote sustainability, community involvement, and environmental protection. By integrating these principles into our daily operations, we hope to enhance society and promote the wellbeing of future generations. By using waste reduction techniques, ethical sourcing, and community engagement programs, we hope to become a leader in sustainable business practices. The workshop has also made clear the necessity of effective communication inside the organisation. Recognising the value of candid and open communication in fostering teamwork and maintaining a calm work environment, the organisation provides channels for feedback, encourages dialogue, and ensures that information flows freely across all organisational levels. This emphasis on communication strengthens internal relationships and increases our ability to communicate effectively with customers, suppliers, and other stakeholders. The company's unwavering commitment to moral behaviour, employee welfare, and continuous improvement aligns perfectly with the principles and knowledge acquired in this course. Since we have applied these lessons to our daily operations, we are confident in our ability to navigate the myriad obstacles of the business environment while upholding our fundamental values. By using a comprehensive strategy that includes sustainability, leadership, compliance, and effective communication, we want to establish a workplace that promotes development, creativity, and long-term success.

### Analytical Skills (KIM 102):

Analytical skills increase the power of decision-making in critical situations. I have learned a new software skill **IBM SPSS** that helps to analyze any data quickly and correctly. I have shared my experience with data analysis, cost benefits and learning about taking decisions with my superiors and seniors. That will help them to execute critical situations by negotiating properly.

### Communication Skill (KIM 103):

Communication skills not only help my corporate capacity but also help my personal capacity in the case of communicating in regular life. KIM103 is an effective experience for me. My email writing is improved than before and I also shared this knowledge with my seniors and colleagues. I learned some core and efficient rules of written communication that made my explanations easy and effective.

### Business Operational Skills (KIM 104):

This course helped me to understand the impact of financial decisions and how to analyze financial documents. As our organization is related to retail branding and as a product developer understanding the business is also my job. This subject also covered business legal affairs, business development, market analysis and sustainable business. KIM104 will also help me if I have to plan any business of my own.

### Introduction to Garments Industry-Knitwear (KIM 201)

This course was included in the second semester. The second semester's courses were divided into two different parts which covered KIM201 efficiently. Our honorable faculties taught us very well about costing and knitwear garments industry introduction. Our costing class was very informative and every format was shared with us in excel. I shared those formats with my seniors and other colleagues of my team. Then I got an overview of my industry and its objectives from the second part of this subject. Our academic instructor shared his excellency and his experiences.

### Production Management and Merchandising (KIM 203):

As a fashion designer and product developer I need to communicate with merchandisers frequently. This subject helped me to understand the work objectives of merchandisers. Also communicating with them becomes much easier because of this industrial training. I shared my learnings and findings with the merchants of Meghna Group. They appreciated my sharing's and applied some of the learnings in their work.

## Qualities Management (KIM 204):

Quality comes first to sustain in a competitive market like the RMG sector of Bangladesh. In the current market, customers are more concerned about health and safety. Certification expresses the company's conditions and quality. Quality management ensured the learning of Eco-labeling, Sustainable consumption and production, Use of sustainable chemicals consumptions, Test parameters, and practicing quality assurance.

## Supply Chain Management (KIM 204):

The supply chain wisely works on procurement and logistics. Which is very important for an industry like RMG. This industry has an impact on the economy in Bangladesh as companies are dealing with export and import on a daily basis and based on their support our industry is able to commit the lead time. They wisely handle demand planning and sales forecasts for future decisions. The supply chain also controls the warehouse and safety stocks.

This course has developed my career and also made me competitive in my industry. Each and every subject was related to different perspectives of my industry.

## 3.2 Suggestion for Industry improvement (Based on Internship):

Following a global trend, Bangladesh's ready-made garment (RMG) industry has experienced remarkable growth. There is still a lot of room for expansion despite the industry's innovative and technological breakthroughs. The market for technology-driven clothing has been rapidly growing, so we have a special chance to add more technology to our factories in order to keep our competitive edge by providing high-quality clothing at reasonable prices. In light of this, I would like to make suggestions on how the sector should improve operations, with a special emphasis on waste reduction:

## Marketing Terms

The COVID-19 epidemic caused a sharp decline in the demand for clothes, which reduced industry production. Sadly, the company in question experienced financial difficulties as a result of losing a sizable number of confirmed orders that had previously been purchased but were not completed. However, the firm might learn a lot from this and take steps to reduce the likelihood of order cancellations in the future. For example, the factory may select purchasers according to

certain criteria. The manufacturer should evaluate the buyer's financial stability if a new client expresses interest in doing business with them. Additionally, the factory could ask for the buyer's credit insurance certificate, which provides financial security for temporary orders. By doing this, the firm may reduce the cost of any orders that may be cancelled in the future while production is in progress. Shanta Industries Ltd. can therefore carefully choose buyers while maintaining credit insurance to ensure that the company won't be financially responsible for subsequent orders. These are some basic suggestions that we should implement for the further growth of this sector. Leadership should be the main emphasis of our future development. We should create leaders of our own and conquer the RMG and knit industry by their actions and intellectuality. The government needs to give scope to the youths for this.

## Warehouse Stock Management

In the Meghna knit composite Cloth, trims, and accessories are among the many raw materials that are stored in the warehouse for a long period of time. These things are considered the company's liabilities and inventory. However, customers are still able to spend some of the RM for repeat purchases. Sometimes merchandisers overlook these materials when calculating the amount of RM required for a particular order, which results in Meghna Knit Composite needlessly purchasing new RM. As a result, the company experiences a significant loss. To fix this, Meghna should always check the stock materials before placing a new RM order. By doing this, the company will be able to reduce expenses and raise its profit margin. In order to avoid overstocking or understocking RM, Meghna Knit may also think about putting in place a system to monitor inventory levels. This can improve resource utilisation and result in higher productivity and lower expenses.

## Production Efficiency

On the manufacturing floor, industrial engineering (IE) theories are applied to meet the factory's output goal in order to achieve a predefined profit margin. However, the IE department has found that manufacturing efficiency is being negatively impacted by a labour shortage. To satisfy the company's production targets and profit margins, MEH can increase the number of employees in the IE department. By doing this, the industry may overcome the shortcomings of the IE theories and improve manufacturing efficiency.

## Cutting Efficiency

The cutting department of this factory is required to adhere to a specific Standard Operating Procedure (SOP). However, a lack of trimming has led to mishaps on the work floor. A cutting schedule is created each day, but it is occasionally disrupted by the lack of fabric and other raw

supplies. To increase productivity, the cutting crew attempts to hide this by creating an advanced cut. However, this might result in errors and production delays. For example, the sewing floor experienced a three-hour delay due to a missing cut bundle. During my internship, I discovered that in order to prevent similar situations in the future, the cutting department needs adhere to the precise timeline and action plan (TnA).

## Development and training purpose

In the knitwear sector, development and training represent crucial areas for possible enhancement to enhance overall effectiveness and competitiveness. Establishing technical training and development centers can significantly strengthen the chops of workers, administrators, and specialized staff, icing they are well-equipped to handle ultramodern ministry and product ways. These centers can concentrate on practical training in areas similar as fabric running, machine conservation, quality control, and sustainable product practices. also, icing a safe and healthy working terrain is essential to maintain hand provocation and reduce plant accidents. Regular monitoring of safety norms, proper ventilation, and ergonomic workspace design can contribute to bettered working conditions. Likewise, organizing yearly training sessions and feedback programs helps workers stay streamlined with efficiency advancements and allows operations to identify and address performance gaps. Similar enterprise not only ameliorates pool capability but also enhances product quality, effectiveness, and compliance with transnational norms, driving the overall growth of the knitwear sector.

## Payment Term Improvement

MEH can improve its financial balance sheet by implementing certain supplier payment-related strategies. The initial agreement establishes the settlement date, and LCs are usually used for overseas payments. For instance, the bank instantly transfers the RM to the supply company after subtracting 27 moneys from MEH if the agreement is LC at sight. In order to make payments after the fabric shipment, MEH might work with the supplier company to extend the LC agreement by 60 or 90 days. MEH might profit monetarily from this by receiving a substantial amount of bank interest.

## 3.3 Learning for self-improvement:

It is a great opportunity for me to be a part of PGD-KIM and also for the employees who are working in RMG sector of Bangladesh. I have improved myself in a lot of efficient way and

gained technical knowledge about my industry. I can communicate effectively with proper communication level professionally. I am more confident than before as a corporate employee and managing workplace by balancing and analyzing.

I came to know about business analysis, IBM SPSS, risk analysis, conflict solving, production line balance, supply chain balance, fashion and merchandising and so on. I got a clear vision on business conducting situation in this industry. I met a lot of wonderful people from different kind of backgrounds from this industry. I increase my networking and made a lot of new connections by helping each other during the process of PGD-KIM.

These learnings make my work flexible and efficient. I have shared my learnings with my juniors and seniors to spread my learning for company development. Now, I can communicate with other departments easily and am able to understand their way of working. Also, this internship program helps me to have a clear vision of my academic learning. My company and my supervisor were very much impressed about this course as my improvement was visible in my working patterns.

As a designer I have to be versatile and this industry is also versatile. From raw materials to marketing, every department is equally important for the growth of RMG sector. PGD-KIM program enlightened me with practical skills and allow me to evolve with efficiency. I am very thankful to Meghna Executive Holdings that they allow me to complete my industrial training smoothly and helped me wherever I needed.

## Chapter 4: Conclusion

I am very much delighted and grateful to PGD-KIM a part of Brac University for giving me a chance to enlarge my expertise. I would like to express my gratitude to SEIP for establishing this wonderful course approved and helped by Finance Ministry. I enrolled in this program to gain industrial knowledge. I learned more than my expectations in this course. During 66 days of my internship period, I was able to learn about various departments involved in the production process. I successfully completed my internship here in Meghna Group. Last 9 months were at a time hectic and effective for my career. The industrial training was a great experience to gather knowledge about the RMG sector and myself.

I tried my best to share my knowledge to share with my team that I gained from PGD-KIM. I believe in team playing and leadership. The course also trained me for this morality and work technique. Everyone was very much pleased and happy to know these new information and easy techniques related with our work. These techniques make everything efficient in our workplace. I have achieved my goal very sincerely and devoted myself to this course and internship.

Meghna Group is very concerned about its product quality and designs. During the internship, I received cooperation and association from the authority full & found all man, machines & materials in appreciable working condition. All staff & officers were very sincere & devoted to their duties to achieve their goal. I am very glad that I have completed my industrial training here. Every employee to the worker is very helpful and also gives the correct information and details about their job. This training is very essential for every student who is about to be an RMG professional. Overall, the industrial training was a great experience to gather knowledge about the RMG sector and myself.

## References

*BGMEA*. (n.d.). Retrieved from AboutGarmentsIndustry:  
<https://www.bgmea.com.bd/page/AboutGarmentsIndustry>

*Meghna*. (n.d.). Retrieved from About: <https://executivemachines.com/about-us/>

*MEH*. (n.d.). Retrieved from Business: <https://www.meghna.com.bd/businesses/rmg>

*picture*. (n.d.). Retrieved from pinterest:  
<https://in.pinterest.com/pin/360499145190935529/>