

Report On
Charming Trim & Packaging (BD) Ltd
Taking Experience in the organization's functioning department

By

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An internship report submitted to the Executive Development Center, Brac Institute of Governance and Development (BIGD), Brac University in partial fulfillment of the requirements for the degree of
Post Graduate Diploma in Knitwear Industry Management (PGD-KIM)

Executive Development Center, BIGD
Brac University
March 2026

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Declaration

It is hereby declared that

1. The internship report submitted is my/our own original work while completing degree at Brac University.
2. 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.
3. The report does not contain material which has been accepted, or submitted, for any other degree or diploma at a university or other institution.
4. I/We have acknowledged all main sources of help.

Student's Full Name & Signature:

Farjana Akter Emy
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Academic Supervisor's Full Name & Signature:

Farzana Sehrin
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Letter of Transmittal

Farzana Sehrin

Research Coordinator,

BIGD, Brac University

Merul Badda, Dhaka-1212

Subject: Internship Report

Dear Sir / Madam,

I am delighted to present my internship report, "Operational Practices of Charming Trim & Packaging (BD) Ltd," which I accomplished under your guidance.

I had the chance to work in a numeral of the company's important divisions during my internship, including Production, Marketing, Accounts, Store, Quality Assurance, Commercial, and Supply Chain. I was able to get real-world knowledge and practical experience in a variety of functional areas of a manufacturing and packaging organization through this exposure. I have done my finest to ensure that this report contains reliable data, pertinent analysis, and significant insights derived from my hands-on experience. I sincerely hope that the report fulfills your necessities and validates the knowledge and abilities I have gained through my internship.

Acknowledge you for your guidance and provision through the preparation of this report.

Sincerely yours,

Farjana Akter Emy

Student ID: 1000055583

Executive Development Center, BIGD

Brac University

Date: 15th March, 2025

Non-Disclosure Agreement

This agreement is made and entered into by and between Charming Trim & Packaging (BD) Ltd and Farjana Akter Emy the undersigned student at EDC, BIGD, Brac University of Knitwear Industry Management, Batch-31, Intake-04, Section A. Accessing private information and data from the business in order to assist the internship project is the goal of that arrangement. The following is the agreement between the intern and the company:

It is expected that the intern will do their duties as effectively and impartially as possible. The intern must adhere to all workplace policies as specified by the relevant departments. The term "Confidential Information" refers to sensitive data and includes company proprietary information that is appropriately labeled as such.

Only until the company gives the intern tangible data and information will it be deemed confidential. Additionally, it is properly labeled as "Copyrighted and confidential" or with similar titles.

Student's Full Name & Signature:

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ID: 1000055583

Industry Supervisor's Full Name & Signature:

Md. Arifur Rahman
Chinese Interpreter, PRODUCTION
Charming Trim & Packaging (BD) Ltd

Acknowledgement

I want to thank Allah for providing me the chance to enroll in BRAC University's PGD program in knitwear industry management.

I would like to prompt my thankfulness to my academic supervisor at BIGD, BRAC University, Farzana Sehrin. Throughout my internship at Charming Trim & Packaging (BD) Ltd., she providing me valuable advice and constant support. This report was designed by her perceptive stimulation and track.

My industry supervisor, Md. Arifur Rahman, Chinese Interpreter, Charming Trim & Packaging (BD) Ltd, has my honest gratefulness as well. He received me into the company with compassion, and throughout my internship, he gave me continuous leadership and support.

I want to precise my gratitude to Charming Trim & Packaging (BD) Ltd.'s management for providing me with the chance to work in a diversity of departments with their full backing. They made it easier for me to accumulate the information and data I desirable for my internship.

My knowledge and understanding of the knitwear industry have importantly prolonged as a result of this involvement. I am grateful of everyone who helped make this adventure possible.

Executive Summary

The internship program is the primary means of gaining the Knitwear Industry Management post-graduation diploma from BRAC University. The complete three-month practical experience obtained in all Charming Trim & Packaging (BD) Ltd. divisions served as the groundwork for this report. I finished my internship in Seven operational divisions, giving me the chance to learn about and get applied experience in every feature related to the Accessories manufacturing.

Employees need to be knowledgeable in core functioning divisions in order to lead the manufacturing in the future. In a like vein, Charming Trim has ordered these divisions in order to go onward persistently. In that case, operational departments including production, Marketing, Accounts, Quality Assurance, Supply Chain, Commercial, and Store contribute the majority of Charming Trim & Packaging (BD) Ltd. A prospective CEO in the garment sector should understand how the business operates and how it makes revenue while having no negative environmental effects. For providing me with the chance and support during the PGD-KIM, I am really fortunate and appreciative to BRAC University and Charming.

Keywords: Charming Trim; Organizational Functions; Environment; Knitwear Sector; Financial Process; Become CEO;

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Table of Contents

Declaration.....	ii
Letter of Transmittal	iii
Non-Disclosure Agreement	iv
Acknowledgement.....	v
Executive Summary	vi
Table of Contents	vii
List of Tables	ix
List of Figures.....	ix
List of Acronyms	x
Glossary	xi
Chapter 1 About Organization.....	1
1.1 Overview of the Industry	1
1.2 Vision & Mission.....	3
1.3 Goals & Objectives	3
1.4 Organizational Structure, Organogram, Branches and Departments.....	5
1.5 Products/Services Produced by the Industry.....	8
Chapter 2 Description about Task Accomplishment.....	12
2.1 Production Planning.....	12
2.2 Sales & Marketing	15
2.3 Quality Assurance	16

2.4 Finance & Accounts.....	18
2.5 Supply Chain Management.....	19
2.6 Commercial Department.....	21
2.7 Store Department	22
Chapter 3 Critical Assessment of Internship Work	24
3.1 Application of Generic and Industry Specific Courses during Internship	24
3.2 Suggestion for Industry Improvement	27
3.3 Learning for Self-improvement	28
Chapter 4 Conclusion	29
References.....	30
Appendix A.....	31

List of Tables

Table 1: Product Portfolio, Production Share, Buyers, Markets, and Raw Materials	9
Table 2: Distribution of Departments between 66 Days of Internship	12
Table 3: Production Tracking Team Progress Monitoring	13

List of Figures

Figure 1: Organogram.....	5
Figure 2: Organogram.....	6
Figure 3: Organogram.....	7
Figure 4: Product Portfolio, Production Share, Buyers, Markets, and Raw Materials	10
Figure 5: Total production of pieces last five years.....	10

List of Acronyms

QAD	Quality Assurance Department
RCA	Root Cause Analysis
SOP	Standard Operating Procedure
CAP	Corrective Action Plan
MTTR	Mean Time to Repair
MTBF	Mean Time Between Failures
PGD	Post Graduate Diploma
KIM	Knitwear Industry management
TPM	Total Productive Maintenance
TQM	Total Quality Management
PPM	Planned Preventive Maintenance
WRAP	Worldwide Responsible Accredited Production
CAPA	Corrective Action and preventive Action
ZDHC	Zero Discharge of Hazardous Chemicals
CS	Customer Service

Glossary

MTTR	In maintenance, MTTR means Mean Time to Repair. Average time which is needed to troubleshoot, repair, and restore a broken system, machine, or component to full operational status is restrained by this key performance indicator (KPI). Lesser MTTR scores indicate higher maintainability and quicker, more effective maintenance. Formula of MTTR: $MTTR = \frac{\text{Total Time Spent on Repairs}}{\text{Number of Repairs}}$
SAM	Standard Allowed Minutes is referred to as SAM. SAM is often determined by process time (SAM = Actual minutes + Machine Allowance + Personal Allowance).

Chapter 1

About Organization

1.1 Overview of the Industry

Through a global occurrence and a dedication with a lot of compliance certifications like (FSC, BSCI), Charming Trim & Packaging (BD) Ltd. is one of the leading accessories companies in the packaging and garment accessories industry. The main products of this company are to lead international clothing brands with sustainable products like hang tags, labels, and RFID tags.

Main Business Highlights: In the international fashion industry, Charming Trim & Packaging works with the design, development, and trade of the finest, tailored packaging and clothing accessories, such as hang tags, RFID tags, and other trimming solutions.

Worldwide business: Charming trim & Packaging (BD) Ltd is a member of the global CHARMING group, which works worldwide, including Asia, Europe, and America, demonstrating its vigorous global reach and functioning volume.

Invention: As charming is a global company, it's always tried to invent newer products based on sustainability. RFID tag is one of the best innovations in the accessories market.

Sustainability emphasis: Making eco-friendly products, including recycled materials and sustainable RFID tags, charming try to promote ethical sourcing and ecologically accountable about production methods. This company sustains internationally recognized compliance certifications, mainly FSC, GRS, and BSCI, to maintain proper documentation.

History: CHARMING was founded in 1991. Charming Trim & Packaging has a lot of treasures of knowledge and experience in the accessories market.

Services: This company tries to give the best services during its production period, from the last delivery of the products to the customers. The apparel industry always prefers to give brand value, improve product diversification, and increase operational competence, as well as new inventions.

Charming Trim & Packaging (BD) Ltd. is one of the crucial partners in the apparel industry's accessories sector, supporting them in making continuous, sustainable, and technologically classy products.

Website: www.charmingtrim.com

Charming Trim & Packaging (BD) Ltd.'s organizational history:

Established: The global group originated in 1991.

Bangladesh Location: In Bangladesh, Charming Trim's address is Plot # 216 & 216/A, in Adamjee EPZ, Shiddhirganj, Narayanganj.

Charming Trim & Packaging (BD) Ltd. is a leading accessories manufacturer in the apparel industry, which helps Bangladesh's export-based Ready-Made Garments (RMG) sector. This company has over 350 employees and serves to help the Bangladesh operations department. Because of this company's location and organizational plan, this company can work closely with clothing manufacturers, assuring quick delivery of the trims and packaging required for export manufacturing. As it has operations in over 32 countries, Charming Trim & Packaging has an important worldwide reputation. The company is one of the biggest accessory traders in the world, with noteworthy production and sourcing facilities in China and Hong Kong. It has operations as a vast multinational enterprise, promoting from worldwide proficiency, consistent processes, and progressive manufacturing abilities, even though the Bangladesh part helps as an important role.

Contribution in the RMG Sector and Influences on the Knit and Clothing Businesses: Charming trim produces accessories like labels, tags, and packing materials that are essential for finished clothing; the company plays a vital supporting role in the RMG value chain. Manufacturers of knit and woven clothing employ their products, starting a close connection between the accessories sector and the apparel sector. Charming helps by providing product documentation, branding, and compliance needs for clothing distributors through customization based on buyer demands, garment types, and export sites.

Buyer necessities and compliance dealings: For maintaining local laws and the demands of foreign clients, Charming Trim & Packaging (BD) Ltd. Always follow the compliance procedures and labor law. The company works with labor laws, ensures workplace safety rules, and quality assurance systems instructed by international clothing brands, because this is an export-oriented business. In order to ensure product suitability, customer needs, and long-term business policy, these criteria should be followed. In the apparel industry, Charming trim has an important Market Position and a good environment in Bangladesh's market for clothing accessories, and the packaging industry, which is severely competitive, with many local

manufacturers as well as international sellers. Also has competition in businesses grounded in countries like China and Hong Kong. However, Charming's universal reach, technical skill, better quality, and volume to react speedily to customer requests allow it to keep a competitive advantage. By diminishing lead times and enhancing cooperation with local clothing manufacturers, the company's Bangladesh procedure will boost affordability.

Marketplace Position and Competitiveness:

Bangladesh's apparel industry, clothing accessories, and packaging are brutally competitive, with many local manufacturers as well as international vendors. This competition mainly comes from businesses based in countries like China and Hong Kong. However, Charming's international reach, technical competence, steady value, and volume to react quickly to customer requirements keep a competitive advantage in the apparel industry.

1.2 Vision & Mission

Vision

The company wishes to be the "preferred global choice" for supply chain optimization, sustainable packaging, and all facets of clothing trims. By integrating useful expertise, like RFID, into innovative branding to address the changing difficulties of the global trade market, they hope to establish industry values.

Mission

Charming Trim & Packaging (BD) Ltd.'s goal is to offer flawless customer experiences by bridging the gap between leading-edge technology and creative design. I noticed that the company's primary concentration is on offering high-end trim and packaging solutions that let international varieties effectively promote their stories while assuring a quick and efficient supply chain.

1.3 Goals & Objectives

Classification of professional goals: Business goals of Charming Trim & Packaging (BD) Ltd can be divided into two classes: short-term operational goals and long-term strategic goals. This difference makes it easier to understand how the business keeps a balance between long-term objectives and everyday operational requirements.

Short-term professional goals: The company's short-term operational purposes are to guarantee prompt supply to foreign customers and effective daily manufacturing. This involves leading shipment dates, reducing manufacturing mistakes, improving cumulative line productivity, and continuing strict quality control ethics in accordance with customer needs.

Proper use of resource utilization and diminishing operating costs with waste reduction, better inventory management, and continuous coordination between the production, supply chain, quality assurance, and commercial departments is another vital short-term objective. Increasing the buyer satisfaction and fulfilling their demands charming trying to keep pace with labor law, employees' safety, and hygiene maintenance, and following proper compliance.

Long-term operational goals: This company's main long-term goal is to establish a dependable and strong sourcing hub in the apparel industry as well as a global presence. This requires increasing its market share overseas, forming continuing associations with international fashion companies, and continuously maintaining global standards for quality, compliance, and delivery from its operations in Bangladesh. This company also promotes sustainability and ecological responsibility in line with Bangladesh's growing focus on the green industry, which is an additional important long-term objective. Also, this company wishes to employ more recyclable and environmentally friendly resources, implement waste-reduction and energy-efficient methods, and guarantee ethical production across its domestic and global supply chain. Through these programs, the group hopes to satisfy the sustainability and compliance demands of international consumers while supporting Bangladesh in its shift to a circular economy.

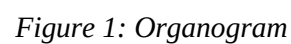
Strategic goals:

Quality & compliance: For maintaining product safety standards, Charming ensures compliance with international human rights and product safety standards (such as ZDHC and WRAP).

Market growth: As Charming is working with the biggest buyers like International brands Tommy Hilfiger, Levi's, and onboarding new one or two International brands each year, so increase its business percentage every year.

Waste reduction: Charming try to reduce wastage material consumption using digital tools, improved layout planning, and advanced pattern efficiency, manufacturing costs and environmental impact can be decreased 8–12%, resulting in a decrease in material waste, a 5–

1.4 Organizational Structure, Organogram, Branches and Departments



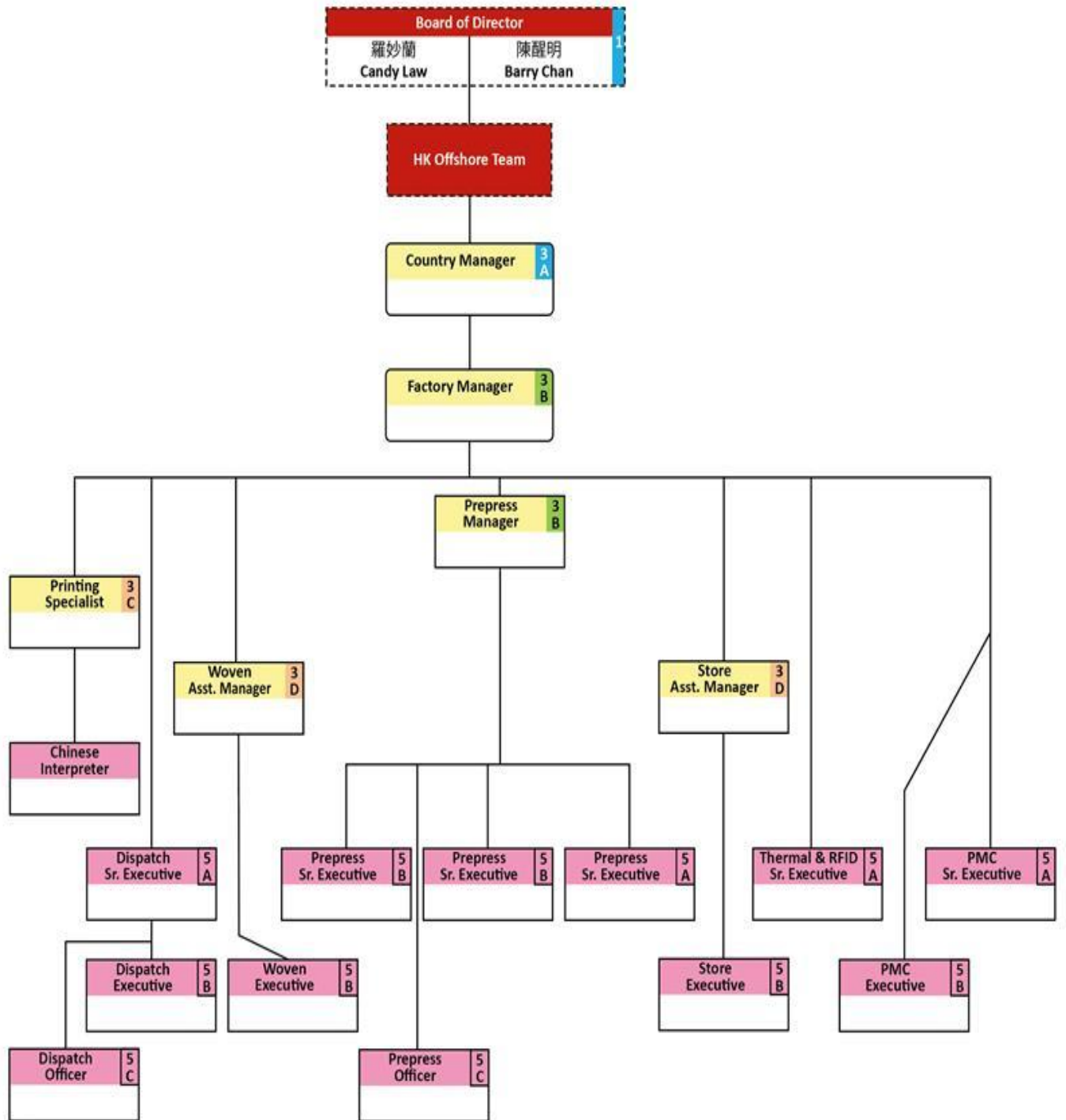


Figure 2: Organogram

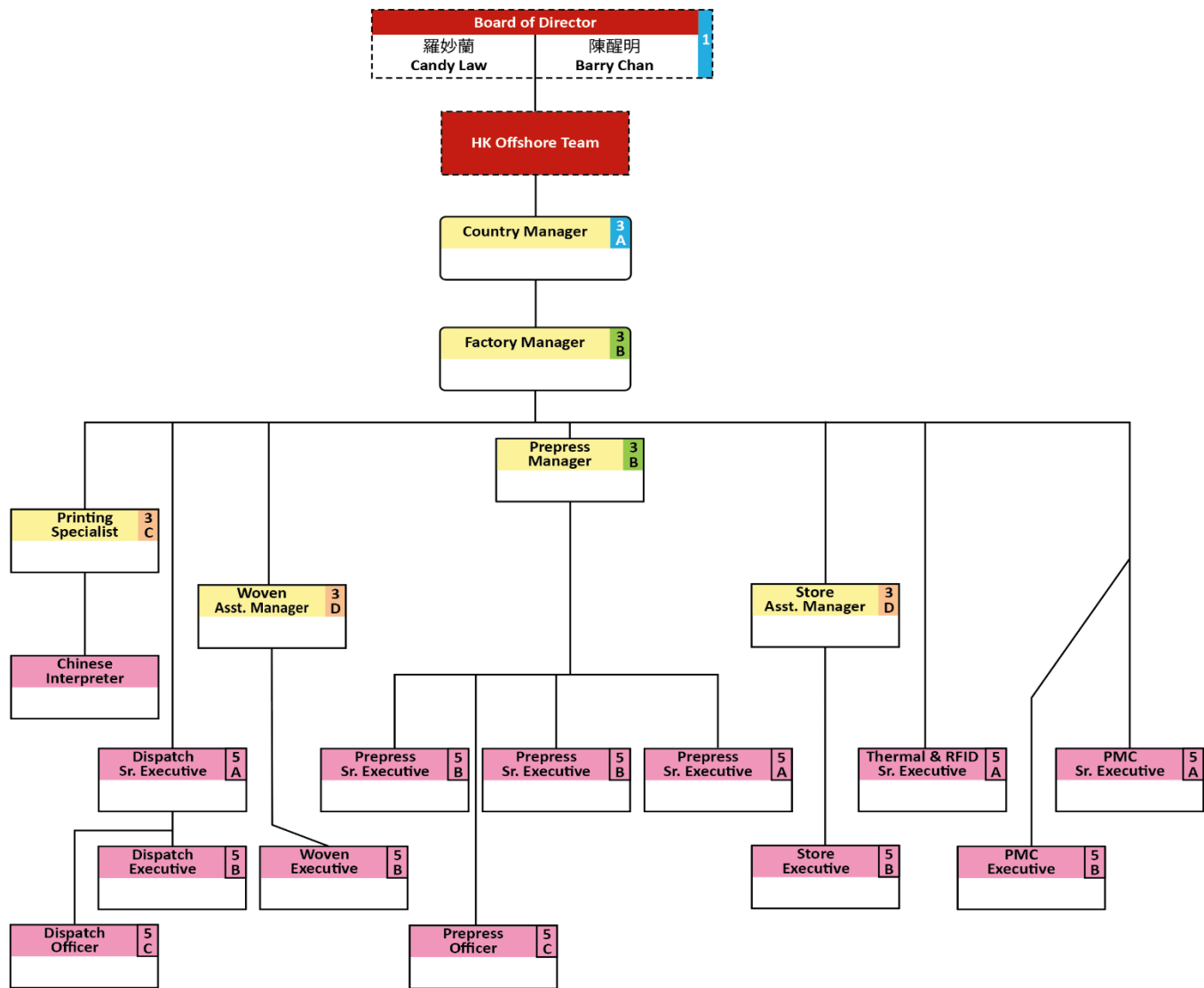


Figure 3: Organogram

Based on the above organization chart, the following is an explanation of the reporting relationships:

The BD team reports to the HQ offshore team whenever needed. There are some fixed queries which BD team always reports to the HQ team. Actually, there is a bridge between the factory and the HQ team. They always follow the factory production process also. The offshore team mainly focuses on global decisions. They follow up the administrative task, SOP, policy and procedure properly, running or not, and sometimes give queries on different issues.

The organization's reporting structure is classified. The Managing Director/CEO is in charge of daily decision-making, while the Chairman/Board of Directors offers overarching deliberate direction. Top management receives direct reports from department heads, and managers from

assigned departments such as operations, HR and administrations, finance and accounts, commercial, supply chain, sales & marketing, and quality assurance etc. Assistant managers are reportable to their department managers. Then, senior executives and executive officers remain at the entry level of the organogram. They also report to their respective assistant managers and managers. These mid-level managers oversee the well-organized completion of production, quality control, and logistics, while administrative responsibilities are done by senior executives, executives, supervisors, officers, and line-level staff.

1.5 Products/Services Produced by the Industry

Main products

Hangtags: Charming Trim's main products are hangtags. Hangtags are product where are information and branding tags that are attached to clothing and show the company name, price, size, and maintenance procedures. Their main buyers are international clothing companies, such as Tommy Hilfiger, Zara, and Levi's. It covers premium, mid-range, and fast fashion brand market sections.

Woven Labels: Woven labels, which are naturally stitched inside clothing, are strong fabric labels used for genuineness and brand documentation. Main buyers are Levi's, Tommy Hilfiger, Levi's, Kontoor are the top brands and buyers. These products are used by luxury, mid-range, and finest brands.

Printed Labels: Printed labels, which are often used in ready-to-wear clothing, offer reasonable labelling and care directions. Its main buyers are: Basic Net, Calvin Klein, Tommy Hilfiger. It captures market part for fast fashion and value brands.

Heat Transfer label: Heat transfers labels are directly applied to clothing, providing comfort and a neat appearance, and no need for sewing. Its main buyers: Basic Net, Calvin Klein, Tommy Hilfiger and its market part is for performance wear, fast fashion, and sportswear.

Eco-Friendly Packaging: Recyclable, decomposable, or FSC-certified materials that diminish environmental effect are samples of eco-friendly packaging. Principal customers/brands are: Sustainability-oriented companies, including PVH, and other environmentally conscious consumers. And market section is: luxury, globally compliant, and sustainable fashion brands.

Poly Bags: Protecting packaging selections for clothing storage, delivery, and selling presentation encompasses poly bags. The common export-focused clothing manufacturers and purchasing houses are the core buyers and brands. Its market part is: Basic net, Kappa.

RFID Solutions: RFID tags are one of the main and fastest-growing selling products of Charming. Main Buyers are: Basic Net, Pepco.

Product Category	Production (%)	Main Buyers / Brands	Buyer-wise Share (%)	Major Export Markets	Raw Materials
Hangtags	18%	PEPCO, Tom Tailor, PVH	PEPCO 30%, Tom Tailor 15%	Germany, USA, EU	Paper, Ink, Chemical
Price Tickets	7%	PEPCO, Esprit	Esprit 10%	Germany, EU	Paper, Sticker, Ink
Carton Stickers	6%	VF, Kontoor	VF 10%, Kontoor 10%	USA, EU	Paper, Adhesive
Barcode Stickers	8%	PVH, VF	PVH 15%	USA, EU	Sticker, Chemical
Woven Labels	18%	Tom Tailor, CK, Kontoor	Tom Tailor 15%	Germany, USA	Yarn, Chemical
Printed Labels	15%	Esprit, Eddie Bauer	Esprit 10%	EU, USA	Paper, Ink
Heat Transfer Labels	12%	VF, PVH	VF 10%	USA, EU	Film, Chemical
RF Tags & Stickers	8%	PEPCO, Kontoor	Kontoor 10%	EU	Chip, Paper, Chemical
EAS Tags & Stickers	4%	PVH, VF	PVH 15%	USA, EU	Plastic, Chip
Eco-friendly Packaging	4%	PEPCO, Esprit	PEPCO 30%	EU	Recycled Paper
Total	100%		100%		

Table 1: Product Portfolio, Production Share, Buyers, Markets, and Raw Materials

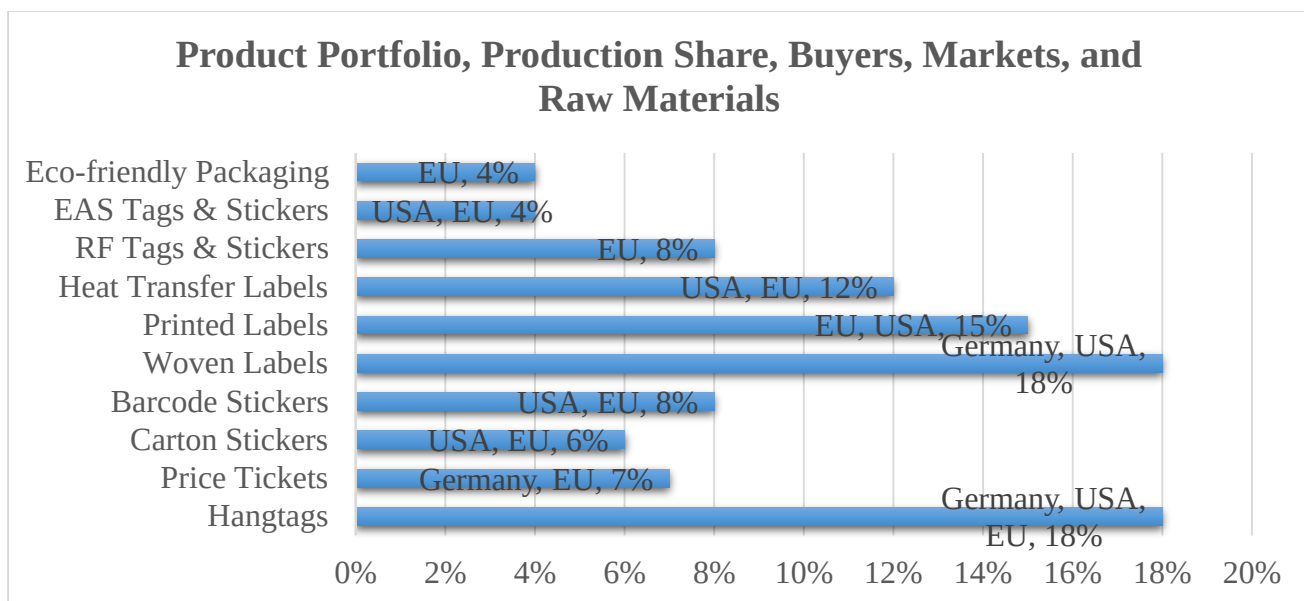


Figure 4: Product Portfolio, Production Share, Buyers, Markets, and Raw Materials

Product range, production share, buyers and markets summary

From the above table, we observe that this business manufactures a variety of clothing accessories, including hangtags, printed labels, woven labels, barcode stickers, RFID tags, and environmentally friendly packaging products. The main production shares of these are woven labels and hangtags (18%), followed by heat transfer labels (12%) and printed labels (15%).

International brands such as PEPCO, Tom Tailor, PVH, VF, and Esprit are the primary buyers, and the items are primarily exported to the United States, Germany, and the European Union. To make these goods, the company uses raw materials like paper, ink, yarn, chemicals, film, plastic, and recycled paper.

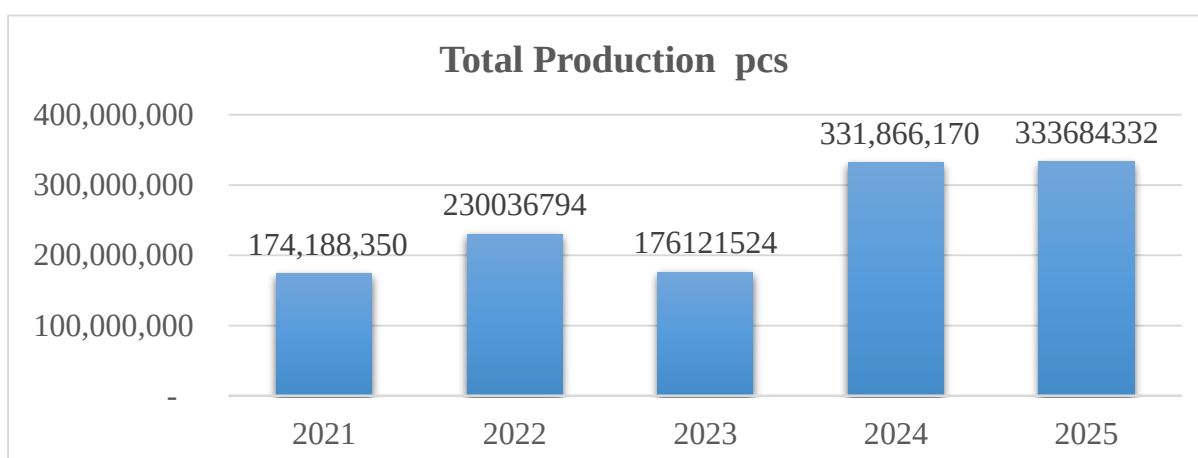


Figure 5: Total production of pieces last five years

Contrast of manufacture (2021–2025)

2021 was a restrained starting point year with production of 174.19 million pieces.

2022: This year, capacity increased further, proper utilization of resources production rises drastically, better order flow, production rose dramatically to 230.04 million pieces, representing excellent growth in comparison to 2021.

2023: Production fell to 176.12 million pieces, nearly reaching the 2021 level, suggesting potential issues such as decreased customer demand, operational limitations, or unstable markets.

2024: Because of higher orders, extra production capacity, or robust export demand, production ascended vividly to 331.87 million pieces, the main growth rise to date.

2025: Production climbed slightly to 333.68 million pieces, filling the high production level reached in 2024 and demonstrating stability and constant demand.

Chapter 2

Description about Task Accomplishment

As Charming is a worldwide company, numerous of its divisions are situated here and are also in different countries. So, I had the great chance to cooperate with and work across other departments. For achieving my internship goals, I selected seven departments to focus on and dedicate my time to. I had to work closely, perceive, and appraise the current conditions. I also tried to match academic knowledge with the practical work process. Opportunity, threat, situation, shortage, and departmental scope. I worked during my internship with seven departments, and the timeline is given below:

SL.NO	Department	Date	Total Working Days
1	Production Planning & Controlling	1 Dec to 22 Dec	15 days
2	Sales and Marketing	23 Dec to 05 Jan	10 days
3	Quality Assurance	06 Jan to 19 Jan	10 days
4	Finance & Accounts	20 Jan to 28 Jan	8 days
5	Supply Chain	29 Jan to 15 Feb	8 days
6	Commercial	16 Feb to 25 Feb	8 days
7	Store	26 Feb to 5 Mar	7 days

Table 2: Distribution of Departments between 66 Days of Internship

2.1 Production Planning

2.1.1 My level of engagement

I worked in the Production Planning Department at Charming Trim & Packaging (BD) Ltd. During my internship period, I had the chance to experience the entire accessories production workflow firsthand. I had the chance to participate in production planning, daily target setting, and work order and job card analysis. I was comprehending product requirements, raw materials, machine volume, and working principles. For maintaining a balanced production flow, I helped with line setup, layout planning, and staff management. In order to understand material consumption management and production tracking, I examined the department's planned production and material issue data tables, which included order quantity, actual issue, excess usage, requisition numbers, and order status.

2.1.2: My experience helped in the process/ team/ tasks

Furthermore, I helped to identify faults, rework, and rejection causes in collaboration with the QA team and maintained the monitoring of production output, efficiency, quality performance, machine operation, and waste. I also witnessed TPM, productivity analysis, protective maintenance, interruption management, and basic analysis of MTTR and MTBF. I gained knowledge of cross-functional cooperation, methodical production planning, and quality-focused industrial techniques in the accessories and packaging sector, which has improved as a result of this internship. The company has a structured production tracking process. This company use below format for tracking their production details.

Issue date:	Job No	Item Ref:	Order qty	EPN Code	Material name	Category	Dept	Retailer	Actual	Excess	Total Qty	Unit	Requisition no	Type
1-Dec-25	5286809	6814-10002	17713	FST-K34-87279	1006814-10002211	SFG	THERMAL	KB-US	17713	885.65	18598.65	Pcs	2512001	Live
1-Dec-25	5286812	6814-10002	11895	FST-K34-87279	1006814-10002211	SFG	THERMAL	KB-US	11895	594.75	12489.75	Pcs	2512001	Live
1-Dec-25	5287390	22221001_TR	2897	FHT-T77-861008-FSC	ACB0022221001_TRN	SFG	THERMAL+RFID (TEDDY)	Teddy	2897	0	2897	Pcs	2512001	Live
1-Dec-25	5287394	22221001_TR	303	FHT-T77-861008-FSC	ACB0022221001_TRN	SFG	THERMAL+RFID (TEDDY)	Teddy	303	0	303	Pcs	2512001	Live
1-Dec-25	5287397	22221001_TR	1579	FHT-T77-861008-FSC	ACB0022221001_TRN	SFG	THERMAL+RFID (TEDDY)	Teddy	1579	0	1579	Pcs	2512001	Live
1-Dec-25	5287137	22221001_TR	200	FHT-T77-861008-FSC	ACB0022221001_TRN	SFG	THERMAL+RFID (TEDDY)	Teddy	200	0	200	Pcs	2512001	Live
1-Dec-25	5287140	22221001_TR	1841	FHT-T77-861008-FSC	ACB0022221001_TRN	SFG	THERMAL+RFID (TEDDY)	Teddy	1841	0	1841	Pcs	2512001	Live
1-Dec-25	5287599	22221001_TR	199	FHT-T77-861008-FSC	ACB0022221001_TRN	SFG	THERMAL+RFID (TEDDY)	Teddy	199	0	199	Pcs	2512001	Live
1-Dec-25	5287588	22221001_TR	1096	FHT-T77-861008-FSC	ACB0022221001_TRN	SFG	THERMAL+RFID (TEDDY)	Teddy	1096	0	1096	Pcs	2512001	Live
1-Dec-25	5287092	6353001_CL	35	FRHT-teddy01-0074246	ACB0026353001_CLP	SFG	THERMAL+RFID (TEDDY)	Teddy	35	2.45	37.45	Pcs	2512001	Live
1-Dec-25	5287095	6353001_CL	92	FRHT-teddy01-0074246	ACB0026353001_CLP	SFG	THERMAL+RFID (TEDDY)	Teddy	92	6.44	98.44	Pcs	2512001	Live
1-Dec-25	5287104	6353001_CL	68	FRHT-teddy01-0074246	ACB0026353001_CLP	SFG	THERMAL+RFID (TEDDY)	Teddy	68	4.76	72.76	Pcs	2512001	Live
1-Dec-25	5287112	6353001_CL	68	FRHT-teddy01-0074246	ACB0026353001_CLP	SFG	THERMAL+RFID (TEDDY)	Teddy	68	4.76	72.76	Pcs	2512001	Live
1-Dec-25	5287117	6353001_CL	16	FRHT-teddy01-0074246	ACB0026353001_CLP	SFG	THERMAL+RFID (TEDDY)	Teddy	16	1.12	17.12	Pcs	2512001	Live
1-Dec-25	5287122	6353001_CL	69	FRHT-teddy01-0074246	ACB0026353001_CLP	SFG	THERMAL+RFID (TEDDY)	Teddy	69	4.83	73.83	Pcs	2512001	Live
1-Dec-25	5287128	6353001_CL	69	FRHT-teddy01-0074246	ACB0026353001_CLP	SFG	THERMAL+RFID (TEDDY)	Teddy	69	4.83	73.83	Pcs	2512001	Live

Table 3: Production Tracking Team Progress Monitoring

This table is used by the production planning team to track the daily improvement of orders and supplies. To make sure that the right materials are assigned to each buyer and department, they follow up on the issue date, job number, order amount, and EPN code. To make sure work is proceeding as planned, the team compares the "Actual" quantity with the "Total Quantity."

In order to prevent leftovers and achieve the surplus of materials, they also closely observe the "Excess" column. The planning team can cooperate with the store, industrial, and procurement departments to ensure a well-organized workflow and on-time order accomplishment by examining seller, category, and department (such as Thermal or Thermal + RFID) data.

2.1.3: Production planning department working process

The working process of the production planning department of Charming Trim & Packaging (BD) Ltd. is responsible for establishing, scheduling, and overseeing the manufacturing activities in order to ensure timely delivery, actual use of resources, high-volume, and superior

full output. At the beginning of the work procedure, the customer provided order data, an approved layout, and a tentative delivery date. Then specify the items and manufacturing details, CS creates the order process. Then various kinds of production activities starts.

After the order is received, the production planning team has assigned tasks to complete, including design, timetable preparation, material planning, and pre-production processes. Constructed on order forecasts and order histories, the planning team also ensures the material availability through the supply chain and store. Considering various equipment and process capacity, the production planning team also notifies CS about the availability of delivery dates. With the assistance of the execution team, the Production planning department is also responsible for the maximum output related to the timeline. The management of the organization receives weekly and monthly reports to guarantee optimal utilization of personnel, equipment, and supplies.

The planning team also sets up appropriate training, SOP, and line-up follow-up as part of effective productivity. The planning team also monitors daily production output, efficiency, quality, and machine usage while comparing actual performance with setting goals. Each month, a report is generated that aids in the distribution of bonus points, which are essentially bonuses for productivity. But, some are missing, mixed, incorrect, flawed, and rejected by the customer! With the assistance of the production engineer and QA, analyze RCA and establish CAP against each error. The planning team will then follow up and notify management on a monthly. Regular training is also accompanied in accordance with SOP accomplishments and compliance requirements. The planning team devotes a significant amount of work on a daily, weekly, monthly, and half-yearly basis to overseeing the TPM machine because all output depends on a high-quality machine. Yes, the equipment suddenly broke down for a variety of reasons. In order to determine the underlying problem, the planning team examines MTTR and MTBF and requests solutions from the maintenance team and management team. In order to handle the machines correctly and shorten breakdown times, the production planning team simultaneously sets up appropriate training for machine operators. Finally, the production planning team has a plan to fulfill customer orders before the deadline. Also keeps an eye on order status and modifies the timetable as needed to ensure on-time delivery. Regular reporting and performance analysis can help management make well-informed decisions and continuously advance the production process.

2.2 Sales & Marketing

2.2.1 My level of engagement

I had wide-ranging exposure to the marketing department in Charming trim during my internship, which acts as a crucial part between internal production processes and consumers. I learned about the buyer profiles and market segmentation based on retailer type, product category, volume requirements, quality standards, and target markets. I saw how product specifications, compliance criteria, order quantities, and delivery schedules are assessed in order to transform buyer questions into workable requirements. In order to make appropriate pricing selections, I learned a fundamental knowledge of accessories product costing, including raw material costs, processing fees, overhead allocation, and predicted profit margins. Additionally, the internship gave deep knowledge about profit margin analysis and price negotiating strategies, highlighting how competitive positioning and cost control affect in final pricing. In order to guarantee that consumer expectations are fulfilled prior to mass production, I also saw the sample development and approval process, which requires collaboration between the marketing, sampling, and quality teams. In order to guarantee capacity availability and on-time delivery commitments, I learned about order confirmation procedures and close collaboration with production planning. Also gathered knowledge on sample development business progress, I also witnessed efficient buyer communication and follow-up procedures. I gained hands-on experience about how to do order processing, price strategy, and buyer communication during my internship in the accessories industry's sales and marketing department. I discovered how production planning and marketing work together to guarantee on-time delivery and quality control. Additionally, I comprehended the fundamentals of market segmentation, margin analysis, and costing. All things considered, this experience deepened my comprehension of how marketing facilitates company expansion and efficient manufacturing processes in the accessories sector.

2.2.2: Sales and marketing department working process

Being as an accessories company's sales and marketing department is in charge of order acquisition, buyer relationship management, market development, and internal department coordination to guarantee timely and profitable business execution. Market research and buyer identification are the first steps in the process. Based on aspects including product demand, brand locating, order volume, quality standards, and target export markets, possible buyers are scrutinized. To create efficient sales strategies, buyers are divided into groups based on the type of store, product class, and market area. The marketing team appraisals product

stipulations, artwork, material type, compliance requirements, quantity, and delivery schedules in order to do a requirement analysis after receiving a buyer inquiry. The costing team develops product costing based on these disclaimers, considering raw materials, processing expenses, overheads, waste allowance, and expected profit margins. Price quotation and compromise, where margin analysis is carried out to guarantee competitiveness while preserving profitability, are supported by this costing.

Following sample clearance, the sales team formally transfers the order data to the production planning department upon receiving order confirmation. Confirmed quantities, delivery dates, packing guidelines, and compliance standards are all included in this. To guarantee material availability and production feasibility, ongoing direction is upheld with the planning, procurement, and production teams. In order to support calculated planning and business development, the Sales & Marketing Department also keeps a close eye on pricing changes, competition activity, export market trends, and customer feedback. To guarantee client satisfaction and long-term business partnerships, performance analysis, order tracking, and post-shipment follow-up are also carried out. In garments Accessories Company, the Sales & Marketing Department generally plays a key role in generating revenue, increasing the market, and aligning internal processes with consumer expectations the sample development procedure begins after a preliminary price arrangement. To create samples in accordance with customer requirements, the marketing team cooperates with the production, quality, and sampling divisions. Samples are sent to the customer for approval, and comments are taken into consideration until the final approval is received.

2.3 Quality Assurance

2.3.1: My attachment to the QA department

I was involved in the Quality Assurance (QA) Department throughout my internship, giving me practical experience with the whole quality control procedure in Charming. As part of my engagement, I observed the acceptance of criteria in quality acceptance and inspection process of raw material to get approval and specifications before to go to production. I learned quality control process, such as online and inline checking, to keep an eye on practical correctness, workmanship, and compliance SOP. Moreover, I saw the pre-dispatch and final inspection processes, which were carried out in compliance with approved standards and buyer requirements. I worked with the engineering and production teams to comprehend root cause analysis (RCA) for errors and create Corrective Action Plans (CAP) to stop recurrence.

2.3.2 My learning/ takeaways from working with Quality Assurance department

I gathered a conceptual understanding of the sample methods employed in inspections as well as the AQL system. I also assisted in defect analysis and quality reporting, going over inspection records to find patterns and areas for improvement. My understanding of preventive quality management, continuous improvement techniques, and systematic quality control within the QA function has improved as a result of this experience.

2.3.3: Quality Assurance department working methods

In Charming, the Quality Assurance (QA) Department is in charge of making sure that every product satisfies customer needs, quality standards, and compliance needs. Product specifications, approved samples, artwork, material standards, and buyer requirements are examined during the pre-production phase of the quality assurance process. In order to coordinate quality standards with the production and planning teams, QA do a pre-production meetings (PPM). The QA team also checks raw materials and accessories during the arriving material inspection stage to make sure they meet authorized standards for color, size, durability, and compliance. Defects are less likely to occur later since only materials that have been approved are made available for production. QA team regularly work on accuracy, printing/branding quality, RFID or functional performance (if applicable), and follow the SOPs, QA also regularly performs line inspections and quality audits during in-process production. Defects, rejections, and deviations are noted and promptly shared with the planning and production teams. For execution of corrective and preventative measures (CAPA), the QA team collaborates with the production teams and supports root cause analysis (RCA).QA conducts a thorough quality check on completed goods during the final inspection phase to guarantee to get buyer-approved samples, packing guidelines, labeling, and quantity accuracy. Before shipment approval, buyer-specific AQL standards and statistical sampling techniques are used. Review reports, defect analyses, rework logs, and customer complaint records are among the quality paperwork and data that the QA Department always keeps up to date. They always take earlier feedback on buyer complains and solve that issues immediately. Moreover, by often organizing both internal and external audits, QA guarantees follow the SOP of global standards, buyer codes of conduct, and sustainability criteria. To increase quality awareness and SOP compliance, operators and supervisors participate in regular training programs. All things considered, the Quality Assurance Department is essential to risk analysis, customer

satisfaction, and ongoing quality improvement, guaranteeing reliable and flawless production that meets the demands of international consumers.

2.4 Finance & Accounts

2.4.1: My attachment

I worked closely with the Finance and Accounts team during my internship, and I worked collaborate with this team as I am working in HR department here. I observed what they did every day. Before approving payments, the team routinely reviews material requisitions, supplier invoices, and purchase bills. To keep wasteful spending under control and prevent extra inventory, they align manufacturing orders with material utilization. In order to prevent disturbances to production activities, they also keep an eye on the daily financial flow to make sure that suppliers, payroll, and all bills are paid on time. I took an active part in checking expenses against the budget, creating vouchers against bills, assessing production costs, logging transactions, and helping with payroll paperwork during my internship. Additionally, I improved my practical knowledge of how finance supports production and overall business operations by acquiring firsthand experience with factory overhead allocation, cost variance analysis, and financial reporting.

2.4.2: Finance and Accounts department workflow

For managing this company's financial health, this department is essential. For estimate income, expenses, and cash flow and ensure consistency with the company's overarching objectives, its work process entails planning and budgeting. The department maintains ledgers, reconciles bank statements, and accurately records all financial transactions handle accounting and bookkeeping. It oversees accounts payable and receivable, making sure that suppliers are paid on time and that customers are collected. It is also responsible for checking employee benefits and payroll processing accurately, which includes salary computation, deductions, VAT, Tax and prompt payment. The department also prepares and files income tax, VAT, and other legal documents, ensuring compliance with taxes and statutory rules. Financial reporting and analysis help managers make decisions by giving them information on cash flow, profit, and loss. Lastly, internal controls and audits guarantee financial operations are accurate, error-free, and transparent. The Finance & Accounts department is the foundation of the company's financial stability because of its daily tasks, which include documenting transactions, reconciling accounts, confirming invoices, and creating financial summaries for management

review. The Finance & Accounts department is vital to a manufacturing company's efficient financial administration and decision-making. To properly record every transaction, the department keeps basic accounting records and a voucher system. It is in charge of analyzing production costs and controlling expenses, keeping an eye on labor, material, and overhead costs, and assigning factory overhead costs of various goods. Payroll process is also checked by the finance team, which guarantees that wages are computed accurately and comply with labor laws. The division also creates financial reports that give management information on cash flow, productivity, and operational efficiency.

2.4.3: Improvement area according to my point of view

My understanding is that the department will benefit from moving to ERP software. It will save time and reduce the human-induced error significantly and lead to better digital coordination between the manufacturing, store, and finance divisions. However, this internship helped me better understand how good financial management supports long-term business stability, cost effectiveness, and a smooth functioning manufacturing system.

2.4.4: Important takeaway from my experience

From this internship in the Finance and Accounts Department, I understood that financial control is not only about recording transactions but also about supporting smooth production and business decisions. I learned how important it is to match material usage, production data, and cost reports to avoid wastage and control expenses. I also realized the value of proper documentation, timely reporting, and coordination between departments. Regular monitoring of budget, cash flow, and overhead costs helps the company maintain stability and meet compliance requirements.

2.5 Supply Chain Management

2.5.1 My Learning during the Internship

I gained knowledge about how this company's supply chain operates during my internship. I understood how materials go from suppliers to manufacturing and, ultimately, to consumers. I gained knowledge about how suppliers are chosen based on quality, cost, and dependability, as well as how raw materials are procured both domestically and abroad. Moreover, I learnt how to prepare purchase orders (PO) and purchase requisitions (PR), and how crucial it is to control lead time to ensure timely delivery of products and did also. Additional crucial part was how

to plan an inventory and guarantee material availability. I also gained knowledge about supply chain issues and how businesses handle them, such as delayed shipments or raw material shortages.

2.5.2 My Contributions and accomplishments

I had the opportunity to help out in the supply chain division during my internship. I assisted with updating inventory records, tracking the delivery of raw materials, and verifying and following up on purchase orders. Moreover, I evaluated suppliers according to their performance and material quality. One of my activities was minimizing material delivery delays through appropriate supplier follow-up and communication.

2.5.3 Working process of Supply Chain Management department

Supply chain flow overview: The business purchases raw materials from suppliers, uses them in manufacturing, and then ships the finished goods to customers.

Buying raw materials: Materials can be purchased locally or imported from foreign suppliers. Companies base their choice of sources on a number of criteria, such as price, reliability, and quality.

Assessment and supplier selection: When selecting suppliers, factors including capacity, cost, quality, and delivery efficiency are all considered. Regular assessment ensures that they meet company standards.

Purchase requisition (PR) and purchase order (PO): Production or shops issue a PR when materials are needed. The SCM team drafts a purchase order and onwards it to the supplier.

Lead time management and delivery follow-Up: SCM tracks delivery schedules and follows up with suppliers to avoid delays.

Inventory planning and material availability control: Stock levels are checked to make sure production always has enough materials without overstocking.

Risk management: Risks like delay, shortage, or quality issues are managed by having backup suppliers and proper planning.

2.5.4 Takeaways and conclusion

From this internship, I learned that supply chain management is very important for smooth production and timely delivery. Proper planning, supplier management, and monitoring can

save time and cost for a company. I realized that communication and follow-up with suppliers are key to avoiding delays. Overall, this internship gave me practical knowledge of how an accessories company manages its materials and ensures production runs smoothly.

2.6 Commercial Department

2.6.1 My learning during the internship

I learned the high-stakes reality of export documentation. I did the art of drafting and verifying essential paperwork, including Commercial Invoices, Packing Lists, and Certificates of Origin, while learning how transport-specific documents like Airway Bills and Bill of Ladings dictate the legal transfer of goods. This period was also essential in understanding the financial precautions of international business; I learned about letter of credit (LC) monitoring and the critical importance of matching documents to LC terms to ensure seamless payment realization through the Bill of Exchange process.

2.6.2 My contributions

I worked on the accuracy and efficiency of our shipping cycles. I was responsible for cross-referencing shipping documents against production outputs to eliminate inconsistencies that could lead to costly port delays. By maintaining a rigorous tracking system for LC expiry dates and coordinating directly with freight forwarders for Truck and Railway Challans, I helped bridge the gap between our warehouse and the customs terminal. I tried to help streamline the filing of Export Bills of Entry and Pre-shipment Certificates, which significantly improved our internal audit readiness.

2.6.3 Working process of Commercial Department

The Commercial department thoroughly examines order information, shipment timetables, and payment terms after receiving confirmed orders from buyers. If the payment is made by Letter of Credit (L/C), they review all the terms and work with the bank to make any required adjustments. They manage the import of raw materials for manufacturing by contacting with suppliers, preparing documents, and completing customs clearance. Before shipment, the commercial team prepares important export documents such as a commercial invoice, packing list, bill of lading or air waybill, EXP form, and certificate of origin according to buyer and L/C requirements. They also coordinate with production, shipping lines, and clearing & forwarding agents to ensure on-time delivery. After shipment, they submit documents to the

bank and follow up to ensure timely payment realization. Overall, the commercial department ensures proper documentation, compliance, and smooth delivery of goods, which helps maintain buyer satisfaction and company profitability.

2.6.4 Takeaways and conclusion

The most important lesson from this experience is that accuracy is vital in the accessories industry, where lead times are short and order volumes are large. I came to see that the "compliance" mindset is necessary because even a small error in a delivery challan can cause an entire supply chain to break down. As I get to the end of my internship phase, I am confident in my abilities to handle the complex paper trail that keeps global commerce running smoothly and negotiating the challenges of international trade.

2.7 Store Department

2.7.1 Me acquire knowledge during my internship period

In my internship, I learnt the store layout plan and the material receiving process details. GRN (Goods Received Note) process details, material inspection process details, how to check the raw materials when comes in factory. Inventory record maintenance, record keeping, and stock receiving and control process. The FIFO (First in First Out) process is used to reduce wastage. Audit stocks and physical verification for stocks. Moreover, I also learnt how to lose control, and proper stock control and stock management help to improve cost effectiveness. Also, this internship in the store department helps me to understand how the store department works for this company's smooth operations.

2.7.2 My involvement during my internship

Throughout this period in the Store Department, I enthusiastically contributed in observing and assisting with material receiving and checking processes. I assisted in preparing Goods Receive Notes (GRN) and confirming materials with procurement documents. I kept inventory records, reorganized stock information, and supported the team in applying the FIFO method during material issuing. I also helped in physical stock including audit activities to ensure accuracy between physical stock and recorded data. Moreover, I observed loss control practices and proper storage management to reduce wastage. Concluding these activities, I increased hands-on experience in store processes and inventory management.

2.7.3 Store Department workflow process

The Store Section plays a significant role in an accessories manufacturing company. This department is accountable for getting, packing, and delivering raw resources and finishing goods properly. Once raw materials supplied such as paper, ink, substances, yarn, or packaging materials arrive from suppliers, the store team checks the amount and value according to the acquisition order and delivery challan. After validation, they make a Goods Received Note (GRN) and inform the stock in the organization or register book. Materials are then kept in designated racks following proper category and safety procedures. When the production department needs materials, they submit a request form, and the store issues the essential items after approval. The store team also preserves stock records, monitors least stock levels, and informs the procurement department when reorganization is necessary. Even physical stock counting is showed to ensure accuracy and stop shortages or excess inventory. Finished proper inventory control and documentation, the store section helps maintain smooth production and avoid substantial wastage.

2.7.4 Conclusion

In inference, my internship knowledge in the Store Department was very appreciated. It assisted me gain applied data about inventory management and store processes in an accessories company. This experience heightened my professional skills and organized me for future career opportunities.

Chapter 3

Critical Assessment of Internship Work

3.1 Application of Generic and Industry Specific Courses during Internship

PGD-KIM generic courses really altered and influenced my personality and communication skills to work in the manufacturing plant end. I can relate what I learned from these traditional classes, including how and where I may apply for it. Nonexclusive classes, but also industry-specific training, demonstrated an effective way to observe and perform. I was able to relate to and execute the devices, procedures, and information in a very efficient manner throughout my short role. The following demonstrates what I learned from the traditional courses:

HR Skill & Competences (KIM-101): From this course, I have learned many things like leadership skills, performance evaluation, employee recruitment, giving feedback, career development, conflict resolution, negotiation, employee motivation, and organizational culture. I'm presently functioning as an HR professional of an accessories company; I used some of these skills in real work situations. For example, I noticed that some workers were unhappy about their shifting schedules and had small arguments with their supervisors. I sought out the problem and organize a short meeting, listened to both sides, and suggested a fair solution. After this, the workers and supervisors started working together more smoothly. This course also taught me how to communicate well and build good relationships with colleagues. I was able to contribute to the company's improvement of employee happiness and teamwork by applying the knowledge I gained from KIM 101.

Analytical Skill & Competencies (KIM-102): I learned how to think judgmentally, evaluate data, and make wise choices in a variety of circumstances from this course. Problem-solving issues, enhancing procedures, and assisting in healthier management choices all necessitate analytical abilities. Using rational reasoning and technologies like Excel and other software, I learned how to thoroughly assess circumstances. For example, I observed that the training timetable for new hires did not correspond with production demands, resulting in delays in order completion. After that, I redesigned the training strategy, which helped guarantee that employees received effective training while meeting production goals. My understanding of how analytical thinking can enhance HR procedures, lead to better decisions, and promote overall efficiency.

Communication skill (KIM-103): From this course, I have learned how to speak with individuals, which is vital in the clothing area. In the RMG area, we need to manage a lot of people groups, and here legitimate correspondence can make the whole undertaking smoother and more effective. Here, I have figured out how to confront individuals and convey through voice and body language. This course assists me in working with individuals more proficiently and positively than in the past. For case, during my internship in the Sales & Marketing department, I saw that there was a misunderstanding between the production team and the sales team regarding a buyer's delivery deadline. The sales team promised an earlier shipment date, but production was not informed properly. As a result, tension started between the two departments. I used the communication skills I learned in my course—such as active listening and clear message delivery—to talk with both sides and understand the problem. Then I helped arrange a short discussion where the correct information was explained and a revised delivery plan was agreed upon. After that, coordination improved, and both teams worked more smoothly. From this incident, I understand how effective communication skills can reduce conflict and improve teamwork in a real working environment. Similarly, I have learned business letters, email, telephone discussion even shows in front of laborers, associates, and top administration. This likewise helps me out in my profession as a HR. I have done it in my job. As a representative of global manufacturing plant, such a lot of mail interchanges happened which is exceptionally compelling in light of the fact that having this course.

Business Operation Skill (KIM-104): As an HR Professional, I want to advise and know the delicacies about the shipment and installment terms alongside buy and calculate division. Here, in this course, I have learnt letter of credit (LC), Business measures, and business regulation. For example, during my internship in the Production department, I noticed that one batch of accessories was delayed because raw materials had not arrived on time. This delay affected the daily production target and shipment schedule. From my Business Operation Skill course, I learned about workflow coordination, time management, and problem-solving. I discussed the issue with the supply chain team and checked the raw material status, then informed the production supervisor to adjust the work plan briefly by focusing on another available order. As a result, machine idle time was reduced, and general manufacturing loss was minimized. This experience helped me understand how operational decisions and coordination between departments are significant for smooth business operations.

Industrial engineering (KIM-202): As I am presently functioning as an HR professional in an accessories company, I have learnt and experienced enormous things. For that reason, I

additionally invested the greatest energy here as I told. I can relate the strategies gained from this course to the exercises of HRD in Charming Trim & Packaging (BD) Ltd. I have the information about this office movement. Be that as it may, this review helps me a great deal effectively comprehend and relate to hypotheses and reasonable experiences. One day, I noticed that the production line was moving slowly because workers were spending extra time searching for accessory materials and tools. From my Industrial Engineering knowledge, I learned about workplace design, motion study, and time efficiency. I deliberated this issue with the team leader and suggested organizing the working materials more systematically so that workers could easily access the required items. After rearranging the workstation layout, the production process became smoother, worker movement time was reduced, and overall productivity was enhanced. This real-life experience helped me understand how industrial engineering principles can be applied to improve efficiency and decrease production consumption in a manufacturing environment. Here I can get familiar with the pieces of clothing costing. A piece of clothing SMV, CM, further developing efficiency and productivity is much clear which I knew before. Also, here I took the work environment, designing and miniature movement examination, which is totally new for me. I likewise mastered doing line adjusting, limiting container neck in a line, and streamlining assets and carrying out Kaizen or six sigma method to further develop efficiency each hour or day by this course. Likewise, a few scholarly few systems to foster a cycle, reports, SWOT examination, kaizen, Kanban, TPM, TQM, and different devices that can be straightforwardly executed in the production line tasks. As an HR professional, it is exciting to learn and carry out the new IE based apparatuses and strategies by this course.

Quality Management (KIM-204): Through this course, I got the opportunity to figure out how to organize and accomplish the certificate of GOTS, CSR, Oeko-Tex, BCI, GRS which is vital variables for a production line to get the orders and satisfy the necessity of supposed buyers every one of the 20 over the world. But the validations, I have likewise thought out how to create and built QMS framework in an association, know the contrast between QC and QA widely, likewise studied the different procedures to maintain quality norms in a manufacturing plant, and know the significance of value factors from an expansive perspective. During my internship in the quality control department, I observed a situation related to quality management when some accessory items were initiated with minor defects during final inspection. From my Quality Management course, I learned about quality standards, AQL sampling, and defect prevention methods. I helped the quality team check the defective

products by following inspection procedures and separating the rejected items from the good ones to avoid shipment problems. I also observed how the team reported defects to the production department so that the root cause of the problem could be identified and corrected. This experience helped me understand how quality control, inspection standards, and corrective actions are important to maintain product quality and customer satisfaction in an accessories company.

3.2 Suggestion for Industry Improvement

3.2.1 General recommendations for overall industry improvement

Reduce Cost Efficiency: The industry should focus more on cost control by reducing wastage of raw material, electricity, and time. Proper production planning and inventory management can help reduce unnecessary expenditure. Using modern technology and mechanization can also increase competence and reduce production costs. **Promote Green and sustainable practices:** The garment and accessories industry should adopt more environmentally friendly practices. Using recyclable materials, reducing chemical use, saving energy, and practicing proper waste management. Installing solar panels and water recycling systems can also help protect the environment and reduce long-term costs. **Ensure decent work and employee Well-being:** The company should maintain a safe and healthy working environment. Fair wages, proper working hours, and overtime control should be ensured. Regular training, medical facilities, and motivational programs can improve employee satisfaction and productivity.

Increase profitability through innovation: The industry should focus on product diversification and value-added products. Building strong relationships with buyers, improving quality standards, and maintaining on-time delivery can increase customer satisfaction and long-term profitability.

3.2.2 Department-wise suggestions based on my internship

To expand the business, Charming Trim should focus on their improvement, and there are a lot of scopes where improvement is needed. Drawing from my internship experience, I recommend enhancing departmental internal communication to minimize errors and ensure a well-organized information flow. SOPs should be created for the efficient use of factory resources, and non-value-added activities such as prolonged meetings and needless material movement should be decreased. The production planning team can make realistic plans to fulfill goals.

The value-added process team should react promptly to guarantee that accessories are completed on time, and departments such as cutting and finishing should carefully match material preparation. Additionally, the company should be technologically advanced and launch advanced software tools for error-free day-to-day activities. Can offer accommodations and other amenities and set up appropriate certification training for employees and new hires to advance their careers.

3.3 Learning for Self-improvement

As mentioned above, I have learned a lot of new things and gained valuable experiences during my internship, which will be very valuable for my future career in HR. Although I started my career in human resources, I realized the importance of understanding all aspects of the manufacturing process in an accessories company, so I can accomplish employees and HR operations efficiently. Through my academic courses, I learned important concepts about communication, leadership, performance evaluation, employee motivation, recruitment, and conflict resolution. During my internship at Charming Trim & Packaging BD Ltd, these skills helped me communicate effectively with employees and colleagues, resolve conflicts, and motivate workers to achieve their targets. I also learned how to coordinate with management, handle difficult situations, and support departments like production and quality to achieve company goals.

In short, this internship helped me improve my leadership and interpersonal skills, understand workforce management, and prepare for a future role where I can lead and support teams in an accessories manufacturing company. The combination of theory and practical experience has greatly strengthened my confidence and ability to grow as a professional in HR.

Chapter 4

Conclusion

As an essential part of the accessories and garments industry in Bangladesh, we need to be more capable and responsive to take the industry forward in the future. To address this, programs like SICIP's PGD KIM and BRAC University create opportunities for officials and fresh graduates to grow their skills and improve their knowledge. These programs bridge the gap between theoretical knowledge and practical experience in the workplace. This internship was one of the best opportunities for me to learn in-depth from both academic courses and practical HR work, and other departments. work procedure in an accessories company and overall RMG industry.

The goal of this program is to train executives and fresh graduates so they can learn practical skills directly related to the business. During my internship, I gained valuable experience under the guidance of my academic and industrial supervisors, who continuously encouraged and supported me. The HR team, department managers, and other colleagues at Charming Trim & Packaging (BD) Ltd were very cooperative and well-organized, and the company has a modern and professional working environment.

Charming Trim & Packaging (BD) Ltd has multiple departments, including Production, Quality, and HR. The HR department plays a crucial role in recruiting skilled operators, managing employee welfare, arranging training, and supporting all departments to achieve their targets. During my internship, I faced challenges such as motivating employees, handling attendance issues, and assisting in workforce management. Through counseling, training, and proper coordination, I learned to handle these issues efficiently and contribute to timely production. This internship helped me convert my theoretical knowledge into practical skills, improve my communication and leadership abilities, and understand the importance of HR in running an accessories manufacturing company and overall for the apparel industry. I am grateful to BRAC University and Charming Trim & Packaging (BD) Ltd for providing me with this opportunity, which has strengthened my confidence and prepared me for a future career in HR.

References

1. www.charmingtrim.com

Appendix A

Name of Company	Charming Trim & Packaging (BD) Ltd
Business Type	100% Export Oriented Accessories Factory
Incorporate year	2013
Establishment Year	2013
Production Start Year	2013
Nationality of Owners	China
Main Buyers	PEPCO, Tom Tailor, PVH
Total Employee	295
Factory Address	Plot# 216 & 216/A, Adamjee EPZ, Shiddhirganj, Narayanganj.
Corporate Office Address	Maple Crest, House# 05, Flat# 05, Road# 21, Gulshan-1, Dhaka-1212