

Report On
Al Muslim Group
Overview of Five Major Departments

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
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Declaration

It is hereby declared that

1. The internship report submitted is my/our own original work while completing the 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 that 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.

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Letter of Transmittal

Syeda Salina Aziz

Fellow of Practice

BIGD, BRAC University

Subject: Internship report on Five core departments of Al Muslim Group

Dear Ma'am

It is my pleasure that you have given me the opportunity to complete my internship report on Al Muslim Group, which your direction appointed me.

Al Muslim 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.

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,

Shahedul Islam

ID: 24281065

Executive Development Center, BIGD

Brac University

Date: November 2025

Non-Disclosure Agreement

This agreement is made and entered into by and between Al Muslim Group and the undersigned student at EDC, BIGD, Brac University.

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Senior Merchandiser, Marketing & Mechandising

Al Muslim Group

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 Syeda Salina Aziz, 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 **Injamul Hossain**, Senior Merchandiser, Marketing & Merchandizing department of Al Mulim Group 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, Sample Department, merchandising department, Production Department and Commercial department 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 Al Muslim Group. I have been working here as an Assistant Merchandiser 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

GDP: Gross Domestic Product

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

AMG: Al Muslim Group

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Chapter 1: About the organization

1.1 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. (Dina M Siddiqi, 2025).

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 47 billion US dollars in export revenue in the year 2022-2023 (Dina M Siddiqi, 2025). Most of our Buyers are Europeans & Americans.

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

Al Muslim group, which is a prominent & well-established garments manufacturer and exporter was founded by Sheikh Mohammad Abdullah in 1992. He started this as a family business and it quickly developed a reputation for producing high quality garments with vertically instigated production process.

Currently Al Muslim group is divided into two Units.

- Al Muslim Group, Savar
Sister Concerns
 1. AKM Knit wear Limited
 2. Pacific Blue (Jeans wear) Limited
 3. Al Muslim Washing Limited
 4. Al Muslim Yarn Dyeing Limited
- Al Muslim Group, Dhaka
Sister concerns
 1. Anupam Hosiery (Pvt) Limited
 2. Dress & Dismatic (Pvt) Limited
 3. Al Muslim Accessories Limited

Currently Mr. Sheikh Mohammad Abdullah is the Chairmen of Al Muslim Group, Savar.

His younger brother Mr. S.M. Amjad Hossain is the Chairmen of Al Muslim Group, Dhaka.

Some of the basic features of the company are given below:

- **Head Office:** 37/B, Mailbag Chowdhury Para Road, Dhaka
- **Factory Location:** Both in Narayanganj & Savar.
- **Sewing Line:** 176.
- **Capacity:** 2.5 million pieces monthly
- **Unit:** Washing, Dyeing, Printing, Cutting, Sewing, Finishing
- **Medical Facilities:** Primary treatment facilities & Fast aid box
- **Age limitations for workers:** 18 years or above
- **Certifications:** OEKO TEX, LEED Gold, BSCI, WRAP, ACCORD, MOODY
- **Yearly Turnover:** \$200 Million
- **Company Size:** 16000-18000 people
- **Founded:** 1992

1.2 Vision & Mission

Vision:

- To create total accuracy on productions & Shipments
- Prioritize employees & workers
- Contribution to society
- Stay committed to sustainability & innovation

Mission:

- Leadership in the ready-made garments industry in Bangladesh.
- Providing high-quality products with customer satisfaction.
- Commitment to sustainable business practices and community development

1.3 Goals & Objectives

Al-Muslim Group is dedicated to preserving high craftsmanship with excellent quality, while ensuring a healthy and supportive work environment for all employees. They prioritize innovation through experimentation to create new products and continuously improve. Effective communication and strong professional relationships are also core to their success. Al Muslim encourages team work & collaboration within company

1.4 Organizational Structure of Al Muslim Group

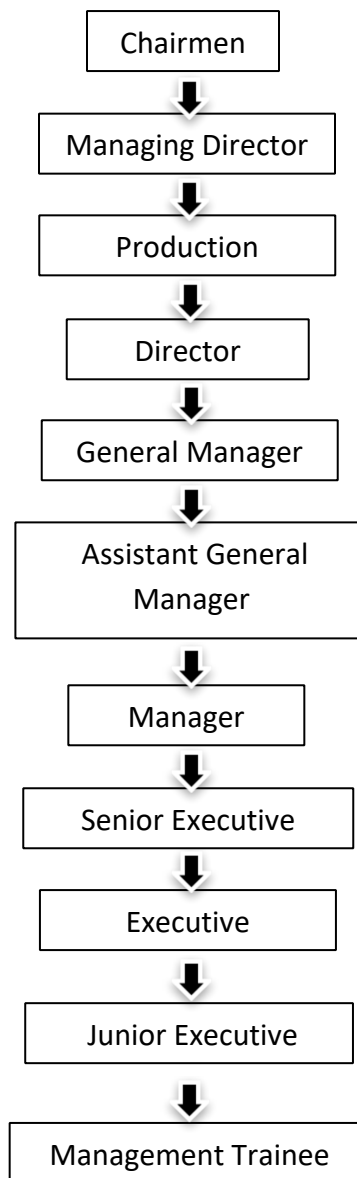


Figure : Organogram of Meghna Executive Holdings

1.5 Products of Al Muslim Group

Al Muslim Group has five different factories under two units for producing its product. Even though I put up a table about the products of Al Muslim Group, not all the items are bestsellers.

Garments Item (Knit)	Garments Item (Woven)	Garments Item (Denim)	Accessories	Others
Men's T-shirt, Polo, Sweatshirts, bottoms	Men's shirt, Padded jackets, Windbreaker, bottoms,	Men's Denim Jacket, Denim pant	Label, hangtags	Caps & Hats
Women's T-shirt, Sweatshirts, cardigans, Bottoms	Women's jacket, Trench Coat, Padded jacket, Parka Jacket.	Women's Denim Jacket, Denim Bottom	Elastic tape, Twill tape	Jute bag
Boys & Girls Polo, T-shirts, Cardigan, bottom, long sleeve T-shirts	Boys & Girls Bottom, Padded jackets, Trench Coat	Boys & Girls Denim overalls, Jackets, Denim bottoms	Drawstring , Drawcord	Denim bag
Kids polo, T-shirt, bottoms	Kids dress (Top, Bottom) Puffer Jacket, Twill Jacket		Poly & Carton Stickers	Baby Bebs
				Raincoats

Table -0- : Products of Meghna Executive Holdings

All the knitwear & Denim items are produced under factories of Savar Unit. Mostly denim jackets, denim bottoms, knitted bottoms & Sweatshirts.

Woven Items, Accessories & others are all made under factories of Dhaka Unit. Most demanding are Jackets, bottoms & caps.

1.6 Buying partners

Currently Al Muslim Group works with different buyers from Europe and America. Both Units combinedly have more than 30 Buyers.

LC Waikiki, a Turkish clothing brand is the biggest buyer for Dhaka unit, along with C&A & H&M. Meanwhile Savar unit is working with some significant buyers like ZARA, BESTSELLER, USPA.

Table -0- : Buying partners of Meghna Executive Holdings

Chapter 2: Description of task accomplishment

During this internship, I have worked in five different departments of the company including the Sample department, Human Resource and Management Department, Marketing & Merchandising Department, Production and Quality Control and Commercial Department. The following sections includes descriptions of the section based on my understanding, and the experience I gathered during the internship.

2.1 Sample Department

Sample section is one of the most important departments in a factory. This is the place where life of each product starts. Sample section is where each category samples are made. The Categories are:

1. **Development sample:** The product development team is responsible for this type of samples. These types of sample design are done by our PD team & this is offered towards our buyer for Bulk Production.
2. **Fit sample:** This sample is mainly focused on design accuracy with proper pattern & fitting alignment proportion with design. This is the first sample after buyer gives Bulk order.
3. **PP sample (Pre Production sample):** Once the Fit sample is approved. Sample section proceeds for PP sample. It is for accurate fit & surface ornamentation accuracy of the sample. This sample is made with actual approved fabric & trims for that particular style.
4. **Size Set Sample:** Size-set samples are a set of samples with required quantities for each size. These samples represent the actual bulk production. According to these samples, the production manager gives approval for bulk production.

The sample section is located on 5th floor of the factory building. The sample section has 20 single needle lock stitch machine, 4 multi stitch chain machine, 5 overlock machine, 2 button hole & attaching machine.

The workflow of sample section is given below

1. **Fabric Relaxation:** Fabric is relaxed on the 5th floor where the sample section is located. This step ensures the fabric stabilizes and reduces shrinkage or distortion before cutting.

2. **Sample Making:** Samples of woven bottoms like pants, skirts, cargo shorts, jackets, and coats are prepared in the sample section. This includes cutting, sewing, and assembling prototype garments based on design specifications.
3. **Quality Checks:** Samples undergo quality checks to ensure they meet the required standards before full production. This includes inspection for stitching, fit, and fabric performance.
4. **Feedback and Adjustment:** Samples are reviewed by designers and quality teams, and necessary adjustments are made to finalize patterns and processes for mass production.
5. **Training and Development:** The sample section also serves as a training ground for workers to master new styles and quality requirements before they are implemented in bulk production.

This workflow allows Al-Muslim Group to maintain high-quality standards and minimize errors in garment manufacturing.

My Responsibilities in sample section during internship

During my internship period, I worked closely with the pattern master and sample in charge to understand the procedures of sampling. My responsibilities included checking the tech packs and sorting out the materials needed for sampling, monitoring and examining the samples for any kind of faults, and checking the measurements to note any deviations. I also learned about the machines used for sewing different parts of samples and gained an understanding of the various fabrics involved in sample production. Additionally, I followed up on the sampling procedures to meet merchandisers' deadlines and consistently cross-checked everything with the merchant team.

2.2 Human Resource & Management Department

As AMG is a textile industry, where it works with lots of raw materials, to finished garments. In this field, the company requires a lot of technical skillful, and motivated people. Rather than the basic concept of HR here staff think differently, expect things differently. The basic concept of HRM is to attract and retain the right person at the right place at the right time with the right remuneration.

In AMG, the human resource department takes part in recruiting the employees starting from finding where a new employee(s) is/are needed, preparing the proper job description, using either internal or external sources to get applicants, asking them for interviews, and finally making a decision for whom to take in. AMG uses both external and internal sources for recruitment not just for employees but also for labor forces. From internal sources, other 21 employees and staffs can nominate anyone from their known personnel and AMG will ask them to come for an interview in the company along with papers such as National ID card (if not Birth Certificate), driver's license (applicable to driver position only), educational certificates, National ID card along with other personal information of the person who nominated the candidate.

Then the organization will go through the interview and selection process to find out the right person for the right position. Al-Muslim Groups, HR, and Compliance have to observe and maintain employee relations and talent management. By observing the employees, they find out whether an employee needs any help and if so, they can arrange a training program for them. This department is also responsible for the compensation of all the employees in the company. If they do not give a pass to the compensation process no one in the company will be provided with their salary. Furthermore, if any employee compensated less, HR is responsible to answer if such a question or issue arises. Assuring employees satisfaction and sustainability is one of HR's responsibilities.

Responsibilities of HR concerns in Al Muslim Group

- I. **Engaging with Employees:** 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 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 Al Muslim Group 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.

My Responsibilities in HR section during internship

I was never given that much responsibilities in this department. I had to always observe the executive I was assigned to and understand and learn the ways of work.

I got to learn about the criteria that are followed during recruitment. The procedures or techniques to find out the best selection for new employee.

I got to understand the monitoring process, the ways good and average employees are sorted.

I assisted with the audit team in the factories to find out if there are any problems or violence of the worker code.

I helped in evaluate of the employees and staffs to by reviewing their contribution to the company's growth.

2.3 Marketing & Merchandising Department

The Marketing & Merchandising department is one of the core departments at AL Muslim Group. There are two main teams in this department. Team A & Team B. Both of the team are divided into three sections each. All six sections have their own team leader. Total there are thirty-five employees in Marketing & Merchandising department. The teams are divided based on buyers & product category. Our production director acts as the head of department for Marketing & Merchandising.

The Main role of merchandisers is to become a bridge between Customers, Factories & Supplier. They are responsible for each & every product from buyer communication to order placement to shipment. This is considered the most versatile department in a whole factory as merchandising requires working with every department-like quality, commercial, accounts, sample, production, store etc. they need to be jack of all trades. The company's business depends on them as they are the ones to bring orders from different customer's & execute them properly.

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 industrial supervisor & the whole merchandising team helped me during my internship in learning their work procedures & the required qualifications. I learned about how to communicate with people. How to understand the customers requirements, also how to handle orders to proceed the shipments within time without delay.

Duties of Merchandiser in Al Muslim Group:

1. Understanding technical files of products
2. Follow up on the costing and pricing.
3. Pricing and negotiation.
4. Communicating with buyers to understand their requirement
5. Follow up and advice on samples
6. Raw material sourcing
7. Ordering the material and following up till goods are in-house.
8. Capacity planning for production and on-time delivery.
9. Maintain quality and follow it up with the quality check department.
10. Make sure all materials are test approved
11. Payment procedures & acknowledgments of suppliers
12. Follow up on the finishing of the goods and final inspection report.
13. Ensuring delivery in lead time.
14. Ensuring quality and quantity.

Qualification of merchandiser in Al Muslim Group

1. **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.
2. **Communication skill:** Merchandisers are required to communicate with foreign buyers. So, it is important to communicate in proper way. So that each sides understands their message. Also, Merchandisers have to advice their factory production on buyer requirements. Apart from them they have to work with different departments & suppliers. Sop proper communication skill is important
3. **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.

4. **Team Working skill:** Merchandisers must play with a team not only with his own department but also with other departments. Collaboration with the design and production department is very much necessary.
5. **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.
6. **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.
7. **Other skills:** Commercial awareness, Dedication, efficiency, evaluating under pressure, etc.

My Responsibilities in Merchandising section during internship

As an assistant merchandiser in this company, my job responsibilities during the internship period included communicating with buyers about order placements and capacity, working with the sample section to prepare and deliver samples for buyer approval, and sourcing raw materials for development. I was involved in purchasing goods for bulk production, handling approval and testing issues of trims and accessories, and following a proper TNA to ensure on-time shipment. Additionally, I communicated with suppliers about purchased goods, collaborated with the commercial department on payment issues, and updated and collected total company seasonal buyer orders or requirements to review with the merchandiser manager. I also assisted in developing merchandising ideas for business growth based on industry trends, market analysis, and competitor markets.

2.4 Production & Quality Control Department

Production department is where the Bulk produce is done, it is a combined department with different sections. Such as

- **Planning**

This Department is Mainly responsible for all the planning in the factory. Specially line & production plan. Planning department decides which products will be in production according to their quantity & shipment date. This requires a lot of work & mind as there are hundreds of category products of different buyers. They make sure all raw materials are in housed in time with the help of merchandising team

- **Cutting**

This is where the fabric is cut according to pattern and size. This section includes cutting machine & operators. They also make sure the fabric shades are okay. Mistake in this section could cause a lot of losses for the factory

- **Sewing**

After cutting the parts are sent to sewing line to sew them together to make the product. In sewing line there are various sewing machines like single needle lock stitch, overlock machine. Button attaching machines etc.

- **Finishing**

After the sewing is done then they are sent to finishing section to attached button or tags or other finishing items

- **Packaging**

After the product is ready. It is ironed or steamed and then wrapped with poly & Cartons. They are categorized for shipments according to their buyers

- **Quality Control**

One of the Most important sections is quality Control. This is the most vital section in production as it ensures the quality of the products. From Fabric & trims to final product. They inspect everything so that there are no defect or damages before shipment. Without their approval, the factory cannot ship goods

My Responsibilities in Production department during internship

In production department, I ventured through different sections starting from planning to packing.

In the planning section, I worked with the IE team where I learned to analyze line loading plans by reviewing paper layouts of production lines and discussing them with the line in charge. I monitored daily NPT time and machine breakdowns, studied line balancing to identify bottlenecks and improve efficiency, and followed up on hourly production.

In the cutting section, I got to know about the manual and automated cutting methods, understood the risks and precautions of cutting machines, and monitored the fabric.

In the sewing section, I supervised the sewing line and the equipment used. I collaborated with the line supervisor to inspect the sewn garments and gained knowledge of various stitching methods. In the finishing and packing section, I learned about the finishing procedures and the necessary precautions for handling completed products.

In the quality control section, I supported the GPQ during garment inspections throughout production. I inspected finished products in every section for defects or damages, verified all test parameters with the merchant team, and conducted PP meetings alongside the buyer's QC to secure production approval.

2.5 Commercial Department

The commercial department at Al Muslim Group plays a vital role in the company's overall operations by overseeing a wide range of activities critical to the success of international trade and supply chain management. This department is divided into two main sections: one situated at the factory premises and the other at the head office. The factory-based team primarily focuses on managing finished goods shipments and handling customs documentation to ensure compliance with export regulations. Meanwhile, the head office team is responsible for processing payments for raw materials through secure financial instruments such as Letters of Credit (LC) and Telegraphic Transfers (TT).

In addition to shipment coordination and payment processing, the commercial department is tasked with vendor management, including contract negotiation, securing favorable terms, and maintaining strong supplier relationships. Inventory management is another key responsibility—ensuring timely procurement of raw materials to avoid production delays and optimize stock levels. The department also plays a strategic role in cost control, supply chain optimization, and profitability enhancement.

Given the complexities of the global marketplace—with constantly evolving trade regulations, fluctuating market demands, and increasing emphasis on sustainability and ethical business practices—the commercial team must remain adaptable and well-informed. They are required to maintain effective communication channels and collaborate extensively with internal departments such as production, quality control, and logistics, as well as external stakeholders like suppliers, freight forwarders, and financial institutions. Their ability to navigate these dynamic challenges directly impacts the efficiency and competitiveness of the company in international trade.

My Responsibilities in Production department during internship

During my internship, I actively contributed to several key tasks within this department. I coordinated finished goods shipments at the factory, ensuring timely and accurate documentation by working closely with production, quality control, and logistics teams. I gained experience in handling customs paperwork to comply with export regulations. On the financial side, I managed LC payments by collecting necessary documents from suppliers, drafting bank requests, and processing LC applications online, which involved close coordination with merchandisers and the finance director. These experiences enhanced my understanding of shipment logistics, customs procedures, and financial transactions critical to international trade and supply chain management.

Chapter 3: Critical assessment of Internship work

To be honest, my experience in the Postgraduate Diploma in Knitwear Industry Management (KIM) combined both classroom learning and practical training, improved my knowledge and skills. I have attended several academic institutions before; I found the KIM program stands out of all for the thoughtful learning opportunities & the way it encourages learning from real life practice. From the knowledge & experiences from this program I was able to hone my skills, gain new insights, and broaden my professional horizons. Thanks to courses such as mail communication and public speaking, I have become good at communicating effectively with suppliers and buyers, overcome my shyness in public speaking, and became more confident in my presentations.

I strongly recommend the PGD-KIM program to anyone looking to grow their career and personal skills. With dedication and effort, this program provides an excellent opportunity to learn new things and improve existing skills, preparing participants well for success in the apparel industry.

3.1 Application of Generic and Industry specific courses during internship

Firstly, completing courses in communication skills, analytical thinking, and human resources during my first term greatly increased my confidence in my professional abilities. In the second term, I had courses like industrial engineering, quality management, production management, and merchandising. These courses increased my knowledge and expertise in professional life. offered valuable experiences where I could apply what I learned in real-life situations. For Example:

HR Skills and Competencies (KIM 101)

The company is committed to all relevant government policies and regulations, both domestically and internationally, in order to maintain ethical and legal compliance. The course improved my knowledge in leadership and managing departments, setting clear goals, empowering employees, and creating a positive workplace. These strategies are expected to boost productivity. Employee welfare and growth are priorities, supported by investments in suitable facilities and resources.

The company actively supports sustainability and community initiatives. Effective communication is key within the organization. This improves teamwork and relationships with customers and suppliers. The company's commitment to ethics, employee well-being, and constant improvement matches what I've learned, helping it meets business challenges while staying true to core values. By combining compliance, leadership, sustainability, and communication, the company fosters growth, innovation, and long-term success.

Communication Skills (KIM 103)

Effective communication is paramount in the apparel industry, especially for professionals involved in international trade. For various reasons we have to communicate through calls, emails or messages. During my KIM103: Communication Skills course, I learned about both internal and external communication in organizations. This helped me to be skilled enough to properly convey my messages or thoughts to my clients and colleagues and manage communication within the company.

Good communication is also important for strong relationship with the buyers & for new scopes of business. Understanding cultural differences and communicating properly is important when the industry becomes more global. Also, digital platforms and social media require moderate communication skills for marketing and branding. Keeping up with communication trends and technology is necessary to stay competitive. A good command on proper communication opens many opportunities for growth in professional life & helps out in the evolving business world.

Industrial Engineering (KIM 202)

This course provided a depth understanding on IE concepts. My internship time in IE department I applied theories, what I learned from my course like NPT, SMV etc. I understood the practical benefits of work studies. These real-life experiences helped me connect my learnings with real production, showing how efficient time management and workflow analysis can improve garment manufacturing.

Overall, the course gave me practical insights into IE, enhancing my ability to support production optimization in the apparel sector.

Quality Management (KIM 204)

During my PGD-KIM program, I took a course on quality management that greatly improved my understanding of fabric quality and lab testing. I learned detailed methods, theories of lab testing. I got to know about the chemicals used. The reasons behind them. I have experienced them practically in industrial lab. Even I participated in some testing.

Also, I studied the factory's sustainability efforts. I learned about eco-friendly production, responsible material sourcing, and waste reduction, important topics as the textile industry moves towards greener practices. Sustainability is crucial now, driven by consumer demand for ethical and environmentally friendly products. By adopting sustainable methods, companies can protect the environment, improve their reputation, attract conscious customers, and ensure long-term growth.

3.2 Suggestion for industry improvement

Warehouse Stock Management

At Our warehouse, there are many raw materials such as fabric, trims, and accessories that have been stored for a long time. These materials are counted as inventory and liabilities for the company. However, some of these raw materials could still be used for repeat orders from buyers. Sometimes merchandisers forget to check these existing materials when calculating the raw material needs for new orders. This oversight leads to unnecessary new purchases, causing financial loss for the company. To prevent this, our company should always review available stock before placing new orders. This will help reduce costs and increase profits. Also, the company could implement an inventory tracking system to avoid overstocking or running out of materials, improving resource use and efficiency

Production Efficiency

The factory has set specific production targets aimed at achieving desired profit margins, with industrial engineering (IE) principles applied on the production floor to reach these goals. However, a shortage of manpower in the IE department has been identified, leading to decreased production efficiency. To address this issue and meet both production and profit objectives, AMG should consider increasing the workforce in the IE department. This measure will help overcome current challenges and enhance overall production efficiency.

Cutting Efficiency

The cutting department in this factory is required to follow a specific Standard Operating Procedure (SOP). However, problems have arisen on the production floor because sometimes the cutting is delayed. Although a cutting plan is prepared every day, it can be disrupted when fabric or other raw materials are unavailable. When faced with such interruptions, the cutting team tries to compensate by making ahead cuts to maintain efficiency. Unfortunately, this can cause errors, like when a cut bundle was misplaced, resulting in a three-hour delay in sewing. From my internship experience, I learned that the cutting department must strictly adhere to the scheduled timeline and action plan (TnA) to prevent such issues in the future.

Payment Term Improvement

AMG can improve its financial position by making changes to how it handles supplier payments. Usually, payments to suppliers overseas are made through Letters of Credit (LCs), and the payment timing depends on the terms agreed upon initially. For example, with an LC at sight, the bank immediately withdraws the payment from SIL after the raw materials are shipped and

sends it to the supplier. AMG could negotiate with suppliers to extend the LC terms to 60 or 90 days, allowing payment to be made 60 or 90 days after the fabric shipment. This extension would enable AMG to earn additional interest from the bank, resulting in financial benefits.

3.3 Learning for self-improvement

I am grateful to be a part of the PGD-KIM program at Brac University, which covers a wide range of subjects such as Industrial Engineering, planning, quality control, human resources, compliance, and administration. Before joining, I had limited knowledge in these areas, but now I feel confident working with different departments as a merchandiser. The course not only gave me technical skills but also improved my communication and professionalism. I learned the importance of effective verbal and written communication, independence, and workplace ethics.

Besides the curriculum, I gained a strong understanding of sustainability in the textile and garment industry. I learned that sustainability must be part of every step, from sourcing materials to production and disposal. Although the industry has made progress, more work is needed. As a merchandiser, I can now spot chances to apply sustainable practices and support a greener future.

Effective communication and managing multiple departments are also crucial in this industry for smooth operations. I have developed my skills in these areas. I am thankful for this learning opportunity, as the textile sector is constantly changing. Keeping up with new trends and techniques will help me succeed and contribute to the industry's growth and sustainability.

Chapter: 4 Conclusion

I am grateful for the opportunity to complete my industrial attachment at Al Muslim Group, a leading garment factory in Bangladesh, as part of my PGD-KIM program at Brac University. Over the 66 days of training, I was able to gain a comprehensive understanding of the various departments involved in the production process. Al Muslim Group is a 100% export-oriented company known for maintaining high standards in manufacturing. During my internship, I observed the importance of a strong quality control team firsthand.

Over the course of my internship, I was able to work closely with the design, commercial, IE, and Fabric teams, which helped me to develop my artistic skills and gave me a deeper understanding of how new product strategies are designed. One of the most valuable things I learned during my internship was the number of people involved in the garment manufacturing process. From merchandising to marketing to design, there is a wide range of professionals who all play a critical role in ensuring the success of the industry. This experience helped me appreciate the need for collaboration and communication across departments.

Overall, I am very thankful to Brac University for offering this practical internship as part of the PGD-KIM program. It has equipped me with the skills and experience needed to succeed in the garment industry, and I am excited about contributing to its ongoing growth and development.

References:

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