

Internship Report on
Evaluation of Procurement Process & Supply Chain
Of
HA-MEEM GROUP





Inspiring Excellence

Internship Report on
Evaluation of Procurement Process & Supply Chain
Of
HA-MEEM GROUP

COURSE CODE: BUS400

SUBMITTED TO:

MD. SHEZANUR RAHMAN

LECTURER

BRAC BUSINESS SCHOOL, BRAC UNIVERSITY

SUBMITTED BY:

MRINAL KANTI SARKAR

ID- 14304099

BRAC BUSINESS SCHOOL, BRAC UNIVERSITY

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30th April 2019

Md. Shezanur Rahman

Lecturer

BRAC Business School,

BRAC University

66 Mohakhali C/A, Dhaka-1212

Subject: Submission of Internship Report.

Dear Sir,

I am very pleased to submit my internship report on---- **“Evaluation of Procurement Process & Supply Chain of Ha-Meem Group”** which was approved by you during my internship period for the course- BUS400. The opportunity for completing my internship at Ha-Meem Group was fruitful. I got the opportunity so that I can relate the corporate field with my academic studies. And also I got to learn so many new aspects about corporate life.

In spite of all difficulties faced in preparing the report, I have tried to be as methodical as possible. In case of any further clarification of elaboration of the report, I would welcome the opportunity to consult with you to explore how my findings could best meet your needs.

Sincerely Yours

.....

Mrinal Kanti Sarkar

Acknowledgement

At the very beginning, I want to express my gratitude to Almighty God to enable me to complete this report. It is important to complete the BUS400 course in order to achieve my graduation and internship is the mandatory part of it. It would not be possible to complete the report productively without the support and guidance from my academic along with the office environment.

First of all, I would like to express my gratitude to BRAC Business School for illuminating me throughout my BBA journey and Ha-Meem for recruiting me as an intern in the Procurement & Development Department. I will be obliged to all my honorable faculty members who help me in my university life to learn so many things. Besides this, it was also a great journey as an intern at Ha-Meem Group where I gathered a tremendous experience while working on their Procurement & Development Department. I am also very grateful to my internship supervisor and honorable faculty member of BRAC University, Mr. Shezanur Rahman Sir who guided me to write the internship report accordingly. He always shows me the way whenever I faced any problem regarding the report. Without his support and instructions it will be difficult for me to complete my report.

I would also like to thank Mr. Nitish Chandra Sikder, Procurement & Development Department Manager for recruiting me as a department intern and my supervisor Mr. Sazib Zaman for encouraging me to write a report on the cost-effective procurement & supply chain management of the Ha-Meem Group. It will be really difficult for me to complete the report without your guidance at every stage of the report. I would also like to thank the entire Procurement & Development team for supporting me in writing the report from the very beginning.

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Executive Summary:

Ready-made clothing (RMG) in Bangladesh is a huge prospect especially for export. This ready-made garment sector covers nearly 80 percent of total exports. Also, the garment sector is a great empowerment for women as 80% of the garment workers are women. The RMG industry has become the largest foreign exchange earning sector in our country's economy since the beginning of 1990. Bangladesh earned nearly \$20 billion in 2013-14 by exporting clothing products, and RMG covers 75 percent of the country's total export, with the lion's share of the country's exchange. The Ha-Meem Group, a leading manufacturer of clothing, is expanding massively to double its export receipts to \$1 billion. Ha-Meem Group's annual exports currently stand at \$535 million and counts as its major buyers retail giants such as Gap, Esprit, American Eagle Outfitters, H&M, Abercrombie & Fitch, Kohl's, Tommy Hilfiger, JC Penney, Mango, Zara, Next, Tom Tailor and Oshkosh. The group is currently producing 3 million yards of denim fabric in a month, so the total production capacity would be 6 million yards with the two new units. Ha-Meem has chosen to boost its denim production as demand for the fabric is rapidly rising worldwide. In its various units, the group has employed 50,000 workers and is looking for more workers for the expanded units.

As of 20th December 2018, I joined the Ha-Meem group as an intern and joined the Procurement and Supply Chain Management Department. I worked in both the accessories and the chemical component. I have tried my best to produce this report in accordance with my work and the working environment of companies and various activities. Ultimately, this report is very informative, which is heavily an overview of the Ha-Meem group's supply chain management. Besides the main topic of the report, there is also a chance for knowledge about this company's entire supply chain management process. There are also some issues that this department has and I have tried my best to give a proper solution based on these issues.

I conducted a survey on the subject of "Evaluation of Procurement Process and Supply Chain of Ha-Meem Group" and demonstrated the problems and results with the justifications. Because the exact population size was known, the survey was conducted by probability sampling technique. Lastly, there is a detailed explanation and outcome of the survey, and on that basis I mentioned the major problems and also provided its solutions in the parts of the recommendation.

Chapter 01

1.1 Organization Overview:

Ha-Meem Group is Bangladesh and the world's leading wholesale clothing manufacturer. The company manufactures some of the most fashionable denim fabrics and confectionery products and owns one of Bangladesh's most comprehensive and resourceful production facilities. Today Ha-Meem works with some of the world's largest fashion brands. The company has a rich 30-year history in the textile business that has evolved into a business with diverse interests such as shipping, newspapers, tea gardens, etc. It all began in 1984 with Garment Company and two entrepreneurial men Mr. A.K.Azad and Mr. Delwar's vision of breaking through the textile industry and making Ha-Meem a leading wholesale clothing manufacturer in Bangladesh.

As one of Bangladesh's top clothing companies, Ha-Meem Group has earned name and fame both at home and abroad. This group's continued growth is moving forward hand in hand with home country Bangladesh's industrialization. We as a Bangladeshi clothing manufacturer have also made a tremendous contribution to the nation's financial growth.

Ha-Meem Group, one of Bangladesh's top clothing companies exporting for a long time to the US and Europe. We are the most valued and well-known Bangladeshi clothing manufacturer because of our successful history with the world's leading customers and buyers.

Company produces 7 million pcs of woven clothing per month with a range of men and women from infant to adult. Today Ha-Meem Group employs around 50,000 people and the company is equipped with 26 garment factories, a unique Denim Mill, Sweater Factory, Embroidery and Printing Factory, Carton Factory, Poly Bag Industry, Label Factory, Jute Mill, Chemical Formulation Factory, Tea Gardens, Transport Company, News Channel and a National Daily Newspaper. Its overseas office in Hong and China provides the fastest support in tissue and accessories procurement. Own C&F office in every port in Bangladesh gives fast clearing and forwarding support privilege.

Within a year, Ha-Meem Knit will begin. It will have 10 tons of composite knit capacity, which in phases will be increased to 50 tons. It will make all kinds of knit products for men, women and children, such as tops & bottoms.

1.2 Units of Ha-Meem Group

Woven:

26 Woven factories in six different locations are equipped with 250 production lines. Approximately 30,000 strong workforces are working together to achieve their goal. All lines are balanced with auto trimmers and sophisticated machine to switch production from complicated tops to bottoms such as pants, jeans, cargoes, skirts, shirts, jackets, ladies ' clothes etc. The ability to cut auto brings great cutting efficiency. Ha-Meem produces bottoms of 70% and tops of 30% over 60% denim and non-denim fabric of 40%. All lines maintain a factory level of 2.5 AQL.



Denim Mills:

Denim Mills, a dream Ha-Meem group project located in a serene 100-acre greenery surrounding, is just an hour and a half drive from the city. It is equipped with all state-of - the-art machinery such as sucker, Muller, slasher dye from Germany, Picanol Omni plus loom from Belgium and finishing line from Morison USA. It produces all kinds of premiere Denim including Ring Slub hatch, dark denim, sulfur dye, coated fabric, colored Denim etc. Currently Ha-Meem uses their own denim fabric in their different product for Gap, JC Penny, KOHL 'S, PVH, NEXT.

HA-MEEM DENIM
THE ULTIMATE CHOICE**HA-MEEM DENIM LTD.****Washing Plant:**

Ha-Meem has 6 large plants for washing and can wash 1, 50,000 pcs of clothes a day. All washing plants are equipped with dry processing capabilities and can perform all kinds of fashion wash such as hand brushing, sand blasting. Whisker including 3 dimensional and laser whisker, tearing of PP spray, grinding, curing of the oven, over dying, dyeing, etc. To take care of the environment, the entire washing unit has an ETP plant to purify chemically polluted water.



Major Products:

There are some of Ha-Meem Group's major products. All types of Bottom and Tops, Critical Cargos, Hi-Fashion Denim Jeans, Basic and Hi-Fashion Washes, Free Wrinkle, Laser Finish/3dWhisker, Men's Shirts, Dress Pants, Outwear / Jackets Facilities are given below.

Buyers:

Gap, Asmara, Esprit, VF Nautica, Oshkosh, Reitman's, Zara, Next, PVH, AEO, KOHL'S, JC Penney, ANF etc.

Specialization:

There are some reasons that distinguish this organization from others. They are: they always deliver their product on time, they keep their product quality so tight, they have modern machinery to fulfill their contract, they have well-trained employees, the Ha-Meem Group's working environment is good, the safety system here is good enough, they always train their employees and employees so that they can adapt easily, new technology and give their maximum output.

1.3 Mission:

Ha-Meem Group's mission is to deliver quality products, deliver products on time, eliminate unemployment, eliminate poverty and, of course, industrialization.

1.4 Vision:

Achieve market leadership through honest, efficient & empowerment employees with top notch and unique product quality.

Chapter 02

Work Responsibilities:

In the department of procurement & development, the department has divided into three different parts. In this three different parts employees have different products for sourcing. The responsibilities are given below-

2.1 Responsibility areas (machinery, spare parts and heavy-duty utilities):

1. Machinery of garments and spare parts
2. Washing machines and parts
3. New machinery for expansion of projects
4. Machinery of accessories
5. Racking system, lift, laboratory, equipment for material handling, etc.
6. Sourcing and regular maintenance of heavy power utilities (generator, motor, pump, inverter, lift, etc.).
7. In-house procurement of machine and spare parts to cope with factory production.
8. Planning, management coordination, business, factory, suppliers and shippers.
9. Denim and spinning factory spare parts and accessories.
10. Processing import and documentation
11. Ensuring timely delivery

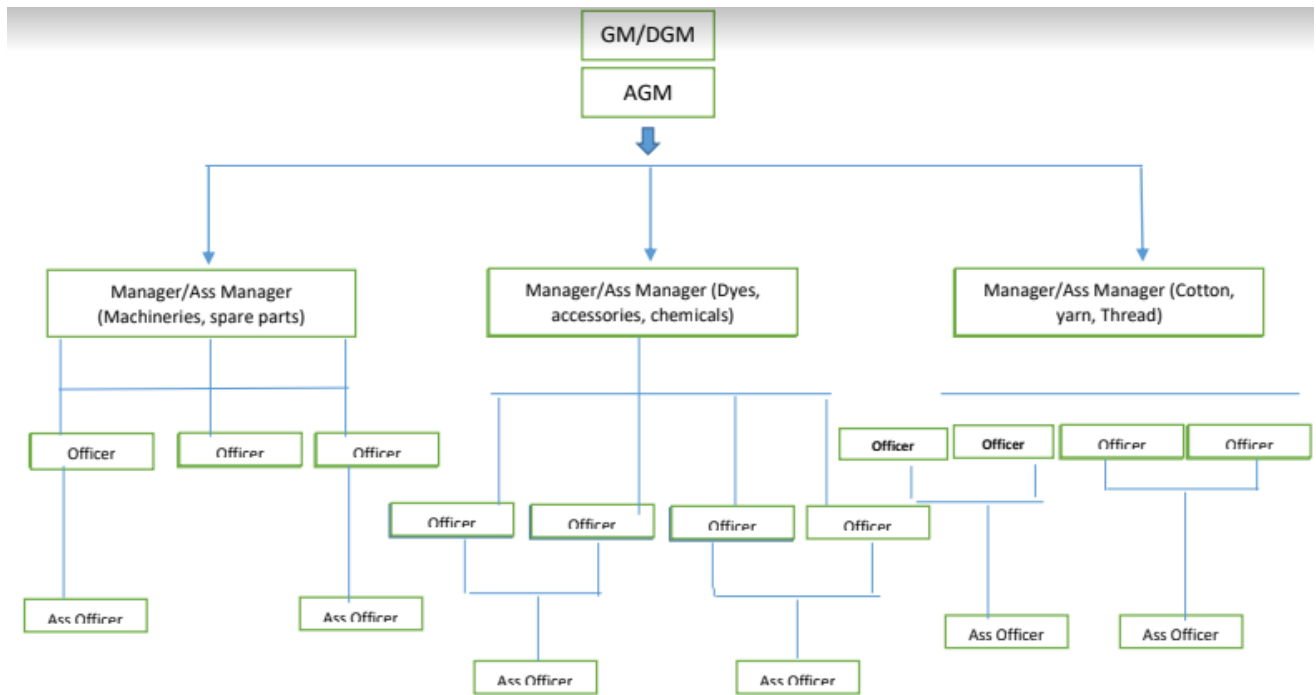
2.2 Responsibility areas (colors, chemicals, accessories):

1. Washing colors and supply of chemicals
2. Colors and development of chemicals
3. Factories of raw materials for accessories
4. Denim sourcing and development of chemical products
5. Procurement and development of accessories for garments
6. Planning, management coordination, business, factory, suppliers and shippers.
7. Extra management of chemicals
8. Processing of bills and documentation
9. Ensuring timely delivery

2.3 Responsibility areas (cotton, thread and yarn):

1. Planning of cotton requirements, supply of band fixation
2. Follow-up of shippers and payments for short quantities
3. Polyester, spandex, viscose (all man-made fiber types)
4. Planning and procurement of yarn requirements for development (local and foreign)
5. Quality claim and assurance of quality
6. Planning, management coordination, business, factory, suppliers and shippers.
7. Success of the shipment
8. Processing of bills and documentation
9. Ensure on-time delivery

2.4 Organogram of Procurement & Development Department



Chapter 03

Statement of the problem:

Evaluation of Procurement Process & Supply Chain of Ha-Meem Group

Supply chain management in an organization not only generated a cost reduction in the budget or a mission to create greater operational efficiencies. While these are part of the ecosystem as a whole, modern supply change management encompasses the strategic alignment of end-to-end business processes to achieve market and economic value, as well as the competitiveness of a company.

I've worked here primarily on procurement and supply chain department and felt like there are some problems this department has. This whole report is based on the problem faced by the procurement department.

3.1 Objective

Various articles have been expounded on the idea of supply chain management yet little has been distributed on the ramifications of supply chain management that incorporates procurement policies moreover. The target of this paper is to review supply chain management and procurement policies of Ha-Meem group which have been accounted by others and to draw extra ramifications. An extra target is to create suggestions for activities that showcasing associations should take to profit by interest with clients and providers in a supply chain management condition. Since this is an outline, just broad procedures and recommendation will be created.

Some other objectives of this report are given below-

- Total sourcing process of raw materials of Ha-Meem Group.
- To know MRP (Material Requirement Planning) that includes demand forecasting of current stock LC pipeline.
- To Know the ordering process of raw materials from the suppliers that includes negotiation, pricing & delivery system
- To know the challenge faced by Procurement department while sourcing raw materials.
- To understand the supply chain activities of Ha-Meem group.

3.2 Methodology

The investigation of this exploration depends on optional information and just on auxiliary information which including on the web databases, advanced libraries, books, diaries, meeting papers, and so forth. The auxiliary information have been gathered from various books, diaries, acquirement method of Ha-Meem bunch supply chain, past archives of acquisition, papers and productions on Bangladesh. Distributed and unpublished materials and papers accessible in the web have likewise been evaluated for the reason. Then again, meetings of obtainment staff of Ha-Meem bunch were the essential information source.

3.3 Literature Review

In the realm of business acquirement and obtaining, the expression "Supply Chain Management" is heard with expanding recurrence. A SUPPLY CHAIN has been characterized as, incorporating all exercises related with the stream and change of products from the crude

materials (extraction) arrange, all the way to the finish client (Handfield and Nichols 1999). Supply Chain Management has been characterized as a frameworks way to deal with dealing with the whole progression of data, materials, and administrations from crude materials providers through manufacturing plants and distribution centers to the end-client (Leenders and Fearon 1997). Clearly, from these definitions, supply chain management is a comprehensively enveloping idea that can incorporate essential showcasing components, such as, item, value, place (channels), and interchanges (advancement).

Fruitful SUPPLY CHAIN MANAGEMENT needs to address distinctive bought things and purchaser provider associations with various buying procedures in light of the fact that the relating issues and difficulties may contrast fundamentally. Therefore, PROCUREMENT specialists in corporate practice proposed and executed various acquiring portfolio models to characterize things and infer compelling buying strategies (Siddhartha and Christoph, 2013).

Chapter 04

Findings

4.1 Supply chain Management

Supply chain management (SCM) is the dynamic administration of store network exercises to amplify client esteem and accomplish a feasible upper hand. It speaks to a cognizant exertion by the store network firms to create and run supply chains in the best and effective ways that are available. Inventory network exercises spread everything from item advancement, sourcing, creation, and coordination, just as the data frameworks expected to arrange these exercises.

The idea of Supply Chain Management (SCM) depends on two center thoughts:

The first is that for all intents and purposes each item that achieves an end client speaks to the total exertion of different associations. These associations are alluded to all in all as the production network.

The second thought is that while supply chains have existed for quite a while, most associations have just focused on what was occurring inside their "four dividers." Few organizations saw, significantly less dealt with, the whole chain of exercises that eventually conveyed items to the last client. The outcome was incoherent and frequently inadequate supply chains.

The associations that make up the production network are "connected" together through physical flows and information flows.

4.2 Physical Flows:

Physical flows include the change, development, and capacity of merchandise and materials. They are the most unmistakable bit of the production network. In any case, similarly as imperative are data streams.

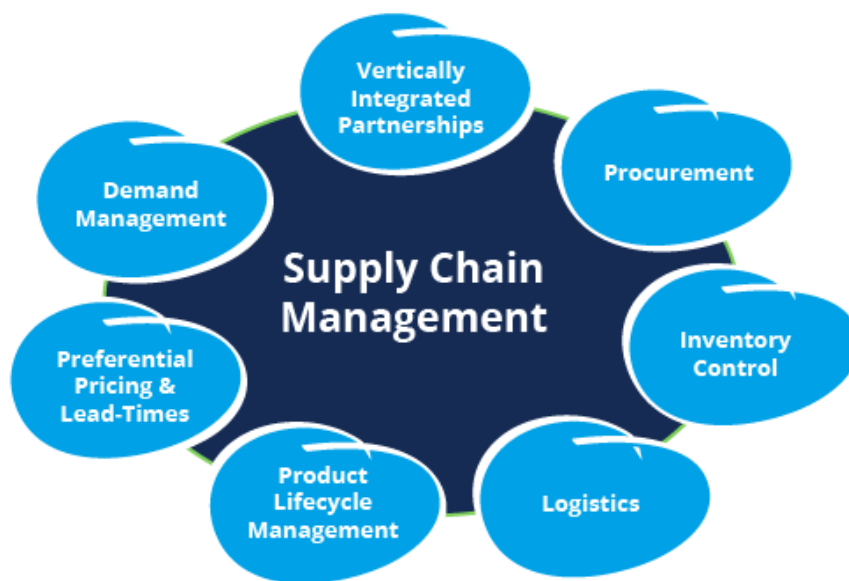
4.2 Information Flows:

Information flows permit the different inventory network accomplices to facilitate their long haul plans, and to control the everyday stream of products and materials here and there the store network.

4.3 Characteristic of Supply Chain Management:

There are multiple characteristic of supply chain management. I have tried to highlight some of those below.

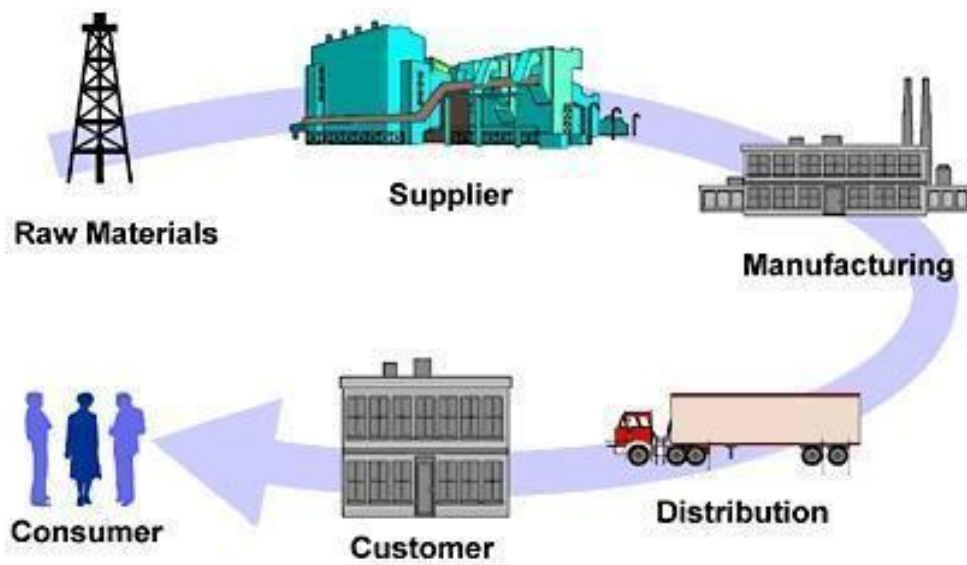
1. Focus on total landed cost
2. Sharing of information and risks
3. Measurement of improvement
4. Joint planning of supply systems and initiatives, team approaches



4.4 Stages of Supply Chain Management

There are six different stages of supply chain management of a company. These are:

1. Raw materials
2. Supplier
3. Manufacturing
4. Distribution
5. Customer
6. Consumer



4.5 Procurement Process

It is the way toward getting the products as well as administrations your organization needs to satisfy its plan of action. A portion of the assignments associated with the acquirement procedure incorporate creating measures of value, financing buys, making buy orders, arranging value, purchasing merchandise, stock control, stock administration, and transfer of waste items like the bundling. In the general production network process, obtainment stops once your organization has ownership of the merchandise. To make a benefit, the expense of

obtaining your merchandise must be not exactly the sum you can sell the products for, short whatever costs are related with preparing and offering them.

Again about supply chain we can say, it comprises of everyone engaged with getting your item in the hands of a client. It incorporates crude material gatherers, producers, transportation organizations, discount distribution centers, in-house staff, stock rooms and the adolescent at the register. It likewise incorporates the undertakings and capacities that add to moving that item, for example, quality control, statistical surveying, obtainment, and key sourcing. Utilizing the above similarity, the supply chain can be viewed as the whole chair, while procurement and sourcing are portions of the chair.

Stages of a procurement process



4.6 Importance of procurement in Supply chain Management

To have the capacity to deal with the quickly changing interest designs and spry business working models, the present supply chains are experiencing a makeover from being quiet, uni-dimensional arrangements of discrete capacities to being dynamic, audacious and interconnected systems. To accomplish business targets and convey greatest consumer loyalty, capacities, for example, producing, arranging, acquisition, stock administration, and coordination are collectively bridling start to finish supply chain.

The aforementioned comprehensive methodology is empowered by new age advancements. A model would be distributed computing with fixings, for example, worked in adaptability, network, installed examination and portable availability which serves an incredible dish for organizations to increase upper hand in the business sectors. Notwithstanding, it isn't sufficient. Newer contemplations are in progress where in providers are required to convey significantly more and have a critical influence toward an organization's prosperity. Their capacity to fulfill client need, store network execution and by and large business execution and benefit result.

In such manner, there is a need to oversee providers to guarantee solid conveyance from their end and hazard relief. This duty has a place with acquirement that must consider a change of conventional get to-pay and cost-funds to an increasingly key methodology toward qualifying, on-boarding and overseeing providers.

Provider chance is known as the second most elevated need for CPOs after their customary job in overseeing cost and benefit. If not oversaw skillfully, Supplier execution can seriously affect an organization's money related outcomes and harm its notoriety. To beat this, a complete provider the board system is pivotal. Acquirement specialists with expansive provider bases, complex production network tasks and a lot of direct spend, should in the blink of an eye embrace a provider chance administration system by which they can make a trained structure for providers to convey to the organization's most extreme business desires.



4.7 Procurement Challenges:

Procurement leaders wear multiple hats and manage a range of responsibilities — from identifying needs to managing vendors and processing payments. There's never a slow day in the procurement department.

Managing organizational expenditure while enforcing proper procurement policies is a constant concern for the leaders of procurement. What's worse, these issues are just scratching the tip of the iceberg procurement challenge.

A number of activities such as purchase request management, purchase order process, contract management, supplier lifecycle management and much more are flooding the procurement landscape. In the midst of chaos, procurement leaders often do not have sufficient time to address common procurement challenges.

Here are some common procurement challenges facing companies of all sizes-

- **Reduction of risks:** Supply risk in the procurement process is always a major challenge. The most common type of risk is market risks, potential fraud, and cost, quality, and delivery risks. In addition, compliance risks such as anti-corruption, adherence to policies, and more are keeping your procurement leaders up all night.
- **Long process cycle:** Products and services are most often procured at the last minute with a sense of urgency. Consequently, the actual lead times and the procurement cycle tend to be significantly longer than expected or planned. The common reasons for delay in the procurement process are listed below:
 - Delays in the preparation of technical specifications
 - Overlooking the timetable of procurement
 - Extending the timetable for submission of bids / proposals
 - Failure to initiate the evaluation process on time
- **Inaccurate information:** Organizations need accurate and reliable data to make sound procurement decisions. Making purchases based on inaccurate procurement data can lead to shortages in inventory, excess inventory, and other additional procurement challenges that may directly impact the bottom line of an organization.
- **Strategic procurement:** As the procurement process continues to become more collaborative and strategic, organizations are beginning to realize the benefits of having a strong procurement strategy in place. However, it is a distinct challenge to understand

the strategic implications of each step and to find a way to implement it across all functional business units.

- Supplier-related issues: Supplier management is one of the biggest challenges in procurement. The entire process is filled with complications, ranging from identifying the right supplier to keeping track of vendor performance and ensuring stable supply of quality products.

4.8 Supply Chain Management of Ha-Meem Group

Any service delivery system can be viewed as a chain or network of activities, which involves number of participants. Just like SUPPLY CHAIN in manufacturing, in services also we can see that all the participants are related to each other. The objective of achieving efficiency and or responsiveness is equally important and relevant in the whole network of participants involved in delivery service called service SUPPLY CHAIN. The structure of SUPPLY CHAIN can vary from a simple serial SUPPLY CHAIN to a broad network of SUPPLY CHAIN entities.

All sort of Procurement and dispersion of Ha-Meem group has been occurred through Supply Chain and Procurement office which works under Finance division. Ha-Meem group pursues brought together acquirement system with an arrangement for obtainment to meet the everyday and crisis prerequisites for every one of its workplaces and capacities.

Procurement and SUPPLY CHAIN MANAGEMENT division is similarly new in Ha-Meem Group. Store network was there in Ha-Meem Group from the earliest starting point yet this office wasn't separate or composed. It has been isolated and turned into an entirely different office since last 2-3 years. So my first inquiry of this review was to what extent representatives have been working at PROCUREMENT and SUPPLY CHAIN office among the complete 13 individuals who are right now working here since it got isolated.

5. Recommendations

Most importantly Ha-Meem Group previously doing admirably in our nation as well as around the world. Anyway there are numerous inside components that the organization ought to improve. In light of the study result I will just give suggestion on Ha-Meem Group procurement and supply chain management.

1. Without an inquiry Procurement and Supply Chain Management office is a standout amongst the most significant bureau of this organization. Be that as it may, this office isn't as solid as different divisions or I can say it's been dismissed from various perspectives. The board to need to keep an on it and satisfy every one of the prerequisites to make this office work easily.
2. From the study it appears to be most workers here are new, just 1 or 2 representatives remained here for quite a while and rest of the representatives are new. It's significant that administration takes activities to keep the old representatives since old workers have more involvement and they know how the organization's framework functions, they can perform path superior to how another representative will perform
3. Worker's fulfillment is significant for any organization, their execution think about how fulfilled they are with functioning here. Fulfillment relies upon numerous elements, for example, pay, working condition, working weight and so on.
4. Technologies are significant is this period whether it's for everyday life exercises or office exercises. Ha-Meem group use advances also to make life simpler for the representatives anyway the innovations they use are not exceptional, they are as yet utilizing old model pc, scanner, photocopy machines and so on which here and there doesn't work. So I firmly suggest that administration should investigate this issue.
5. Presently in spite of the fact that this office is a standout amongst the most significant division in the organization however there's insufficient individuals working here. So the less sum individuals working here need to take heaps of weight more often than not. This hampering organization's execution just as demotivating the workers. So as quickly as time permits they should employ more individuals to work here.
6. Pay is significant, it propels the representatives to work more diligently however the most workers working here are not happy with the pay. Also, the measure of work and weight they need to experience contrasted with that compensation is actually low. So the compensation ought to be expanded for the representatives working in Supply Chain Management office.

7. Outdated procurement tools are almost extinct, such as spreadsheets, legacy systems, and more. And, automated procurement tools have proven to be effective and effective in solving procurement challenges.

With improved visibility and collaboration, procurement systems help businesses create and maintain a supplier network effortlessly. With a centralized database to collect all information related to vendors, organizations can identify process gaps, shorten the procure-to-pay cycle, reduce costs, and measure vendor performance with little to no human intervention.

The built-in reporting module provides an accurate view of the entire process at any time and accelerates decision-making. 360-degree visibility and audit trails maintain transparency in the procurement process and reduce maverick spending. Organizations can eliminate potential risks and compliance issues by automating procurement policy enforcement.

6. Conclusion:

No ifs, and or buts Ha-Meem Group is world's just as Bangladesh's one of the top Garments production line. I feel pleased to finish my Internship here, I have taken in numerous things from here which I accept will help me in an amazing remainder. There are numerous different articles of clothing manufacturing plants that becoming quicker and greater. Most likely it will be an extreme test for Ha-Meem Group to rival them later on. Nonetheless in the event that they continue improving themselves and work on their powerless point, at that point I trust Ha-Meem Group will become considerably greater and better. The greater and better Ha-Meem Group will be the better it will be for our entire nation and its economy. Numerous jobless individuals will be utilized, numerous other little associations will be propelled from the achievement of Ha-Meem Group. So wish accomplishment to in all seriousness. Furthermore, I trust the overview I have taken and from it what I've given proposal will help Ha-Meem Group some way or another to show signs of improvement.

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