

Internship Report
On
“The activities of the accounts department of AJI Group Ltd.”

Submitted by
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17104115

An internship report submitted to the BRAC Business School in
partial fulfillment of the requirements for the degree of
Bachelor in Business Administrative

Submitted to

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Associate Professor of Accounting
Area Director, Accounting & Finance
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Declaration

I hereby declare that this report entitled "Internship report on the activities of the accounts department of AJI Group Ltd" is my original work done by me under the guidance of Dr. Suman Paul Chowdhury, Associate Professor of Accounting, Faculty of Business Administration, in partial fulfillment of the requirements of degree of Bachelors of Business Administration at BRAC University (BRACU).Letter of Transmittal

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Date

Suman Paul Chowdhury, PhD
Associate Professor of Accounting
Area Director, Accounting & Finance
Brac Business School
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Subject : Submission of the internship report

Dear Sir,

Hope this letter finds you in good health. As part of the criteria for my internship at AJI Group, I am pleased to offer to you my internship report, "Internship report on the activities of the accounts department of AJI Group Ltd." I'm currently a student of the BBA department of BRAC University.

My internship with AJI Group was designed to help me develop real-world skills and experience in the accounting field. I had the privilege of working under the supervision of Mr. Shariff Ahmed, who provided valuable guidance and support throughout my internship.

During my time at AJI Group, I actively participated in various tasks and projects related to the Accounts department. As a result of my involvement in keeping accurate and complete financial records, adjusting and maintaining purchase and billing records, and learning more about the industry's bookkeeping system, I was able to deepen my knowledge of the sector and acquire crucial skills I'll need in the future for my career.

In preparing this internship report, I have carefully recorded and examined my experiences, observations, and newfound insight. The report contains a thorough account of the duties I performed, the difficulties I faced, and the lessons I discovered while working at AJI Group. My observations prompted me to make recommendations and proposals that, in my humble view, could help the organization expand and improve.

I sincerely hope that this report will be of value to AJI Group and will provide insights into the effectiveness and efficiency of the internship program. I would be more than willing to discuss any aspect of the report or provide further clarification if needed.

Thank you for providing me with the opportunity to be a part of AJI Group, and for your continuous support throughout my internship. I am grateful for the knowledge and skills I have acquired, and I am confident that they will prove beneficial in my future endeavors.

Yours sincerely,

Md Tariqul Islam Fahim
17104115
BRAC University

Acknowledgement

All praise to the Almighty, Without his blessing and endorsement, this report would have never been accomplished.

This report would never be completed without the suggestions, advice and guidelines of some honorable individuals who contributed a lot toward the making of this report.

I want to start by expressing my sincere gratitude to Mr. Sharif Sir, who oversaw my internship at AJI Group. Throughout my internship, his consistent support, encouragement, and insightful advice have been vital in helping me advance professionally. I am appreciative that I have had the chance to learn from them since their knowledge, patience, and willingness to impart it have been very amazing.

I also want to express my sincere gratitude to the entire AJI Group staff for their pleasant acceptance, assistance, and motivation. Their openness and readiness to include me in various projects and endeavors gave me a chance to learn about the accounting department from an operational point of view while providing me a useful platform that allowed me to put the academic knowledge I acquired through my studies into practice.

Additionally, I want to express my appreciation to the BRAC University teachers, in particular Dr. Suman Paul Chowdhury Sir, for their invaluable guidance, motivation, and support during the internship program. My academic and professional life has been greatly shaped by their expertise and dedication to student growth.

Executive summary

This executive summary highlights the main conclusions and observations from my internship report and offers a thorough picture of my internship experience at the AJI Group, a well-known RMG firm in Bangladesh.

I got the chance to work in the accounting department and get important insights into the company's financial operations during my internship at AJI Group, one of the top RMG businesses in Bangladesh. The internship period was from 13th March 2023 to 13th June 2023. Throughout my internship, I took part in a variety of projects and activities that gave me practical experience and improved my comprehension of the organization's accounting procedures.

I took a proactive role in the accounts department's use of accrual-based accounting to record and manage financial transactions. I became aware of the need for fast and correct invoice recording for both consumers and suppliers. The department's emphasis on maintaining accurate records and keeping track of unpaid invoices ensured effective administration of accounts payable and receivable. I additionally was familiarized with accounting softwares such as tally and EKP that will come in great use for future endeavors,

In addition, I had the chance to work with the inventory management and cost control team, where I discovered the significance of FIFO-based inventory value. I got to see firsthand how important good inventory control is for cutting costs and guaranteeing efficient production.

Furthermore, this report discusses the overall activities undertaken by the accounting department of AJI Group in brief details. This report will provide an insight of how the accounting department of such a massive corporation works in terms of inventory management, financial recording and bookkeeping, financial reporting, internal and external audit, tax management, payroll system and all other information regarding the activities of AJI group's accounts department.

I would like to express my heartfelt gratitude to the management and team at AJI Group for their assistance, direction, and mentoring throughout my internship. My professional development in the subject of accounting has been considerably influenced by the knowledge and experiences I received during my internship.

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1.1 Student Information:

Name - Md Tariqul Islam Fahim

ID - 17104115

Program - BBA

Major - Accounting And Finance

1.2 Internship Information

1.2.1 Internship period, Company Name, Department, Address

Internship period - The internship period started from 13th March 2023, and lasted for 90 days, ending on 13th June, 2023.

Company Name - AJI GROUP

Department - Accounting (Textile)

Address - 226, Singair Road, Hemayetpur, Savar, Dhaka-1340

1.2.2 Supervisor's Information

Name: Md. Sharif Hossain

Position: Director Finance

1.2.3 Job Scope

Throughout the internship period, I received the opportunity to work closely with the accounting team and apply my theoretical knowledge to the field. The job scope included:

1. Assisting with financial data entry and record-keeping:
 - Inputting financial transactions into accounting software
 - Maintaining and updating financial records and databases
 - Organizing and filing financial documents and statements
2. Supporting accounts payable and accounts receivable processes:
 - Verifying and processing invoices, payments, and receipts
 - Reconciling financial discrepancies and resolving any issues
 - Assisting in tracking and monitoring outstanding payments and receivables
3. Assisting in financial analysis and reporting:
 - Collecting and analyzing financial data to generate reports
 - Preparing financial statements and balance sheets
 - Assisting in financial forecasting and budgeting processes
4. Participating in inventory management:
 - Assisting in tracking inventory levels and valuations
 - Conducting periodic inventory reconciliations

- Assisting in identifying and addressing any inventory-related issues or discrepancies
5. Assisting with general administrative tasks:
- Providing support in organizing financial documents and files
 - Assisting in preparing correspondence and reports
 - Performing other administrative duties as assigned

1.3 Internship Outcomes:

1.3.1 Contribution to the company

During my internship as an accounting intern at AJI Group, I made significant contributions to the company's financial operations, specifically within the textile department. Through my dedicated efforts and application of accounting principles, I was able to contribute in the following ways:

1. **Efficient Financial Data Management:** As an RMG sector, the textile department plays a crucial role in AJI Group. Every production unit, inventory and produced goods are tracked and hourly production data is recorded. I played an important role in ensuring accurate and up-to-date financial data management within the textile department. By meticulously inputting financial transactions into the accounting software and maintaining well-organized records, I helped streamline the data management process.
2. **Assistance in Accounts Payable and Receivable:** AJI group has a massive chain of suppliers, and foreign buyers chart. Millions of taka worth of transactions and clearance takes place each day. I provided valuable support in the accounts payable and receivable processes, aiding in the timely processing of invoices, payments, and receipts. By assisting in reconciling financial discrepancies and resolving issues promptly, I helped maintain a smooth flow of financial transactions.
3. **Financial Analysis and Reporting:** My internship period with AJI Group lasted until June 13th. I had the privilege and opportunity to see, understand and participate in a massive company, such as AJI group's year end accounting procedures. I actively participated in financial analysis tasks, collecting and analyzing financial data to generate comprehensive reports. I assisted in preparing accurate financial statements and balance sheets for the financial year ended on June 30th, 2023. This helped me to get a broad understanding of how a massive RMG company prepares their financial statements along with the consolidated financial statements with their sister concerns.
4. **Inventory Management Support:** Production rate is charted by hourly manner. (ref - image) and FIFO method is used. Thus, it is crucial to keep track of the inventory to ensure smooth flow of production. As I was assigned within the textile department, I assisted in tracking inventory levels and valuations. I was tasked to conduct periodic inventory reconciliations and address any discrepancies to my supervisor.

AJI-GROUP HOURLY PRODUCTION REPORT

HOURLY REPORT DATE: 16/06/2023

1ST BUILDING												2ND BUILDING																	
LINE NO	BUYER	ORDER NO	TGT	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH	TOTAL	LINE NO	BUYER	ORDER NO	TGT	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH	TOTAL
1	WIP	WIP	100	100											1	WIP	WIP	100	100										
2	WIP	WIP	100	100											2	WIP	WIP	100	100										
3	WIP	WIP	100	100											3	WIP	WIP	100	100										
4	WIP	WIP	100	100											4	WIP	WIP	100	100										
5	WIP	WIP	100	100											5	WIP	WIP	100	100										
6	WIP	WIP	100	100											6	WIP	WIP	100	100										
7	WIP	WIP	100	100											7	WIP	WIP	100	100										
8	WIP	WIP	100	100											8	WIP	WIP	100	100										
TOTAL												TOTAL																	

- General Administrative Support: I provided assistance with various administrative tasks, such as organizing financial documents and files. By taking on these responsibilities, I helped maintain an efficient and well-structured work environment within the textile department.

1.3.2 Benefits from the internship

My time at AJI Group improved my comprehension of textile accounting, additionally it has also given me the chance to hone critical abilities in financial data administration, analysis, and reporting. I'm appreciative of the chance to help the business succeed, and I think the skills I learned during my internship will be a great starting point for my future endeavors in the accounting industry. The following are the key benefits I gained from this internship:

- Practical Application of theoretical knowledge - I was able to apply the theoretical knowledge I had learned in my academic studies to actual accounting circumstances in the textile business courtesy to my internship. I have enhanced my technical skills by developing a more thorough comprehension of accounting principles and how they are used in practice.
- Acquiring professional expertise - I obtained insight of the professional workplace and witnessed their expertise personally while working with seasoned professionals in the accounting department. I received the chance to build and polish essential professional abilities all throughout my internship, including teamwork, interaction, time management, and attention to detail.
- A Practical Understanding of Accounting Software - I had the chance to work extensively with the sophisticated accounting software that AJI Group uses during my internship to manage its financial operations. The following accounting softwares are used by AJI group - Tally and EKP. I became proficient in utilizing accounting software via practical experience, which is a vital talent that companies in the accounting profession look for.

4. Financial Analysis and Reporting Skills - I was able to build a solid foundation in financial analysis and reporting by being involved in duties involving financial analysis and helping to prepare reports. I gained knowledge in the disciplines of financial data collection and analysis, financial statement interpretation, and information presentation.
5. Career and Individual Development - The internship required me to challenge myself, take on new duties, and overcome obstacles. I acquired resilience, adaptability, and self-confidence through managing projects, achieving deadlines, and obtaining feedback, all of which contributed to my personal and professional advancements.
6. Exposure to Corporate Culture - I was exposed to the corporate culture and work ethics that are responsible for the success of AJI Group. I gained an awareness of the value of professionalism, timeliness, collaboration, and keeping confidentiality as I learnt to adjust to a professional work environment.

1.3.3 Problems/Difficulties Faced During the Internship Period

I experienced a variety of challenges and obstacles during my internship as an accounting intern within the textile division of AJI Group, which put my skills to the test and gave me room to improve. The issues I ran through during my internship term are listed below:

1. Complexities and Software Challenges: Working with sophisticated accounting software exposed me to technological difficulties. It occasionally caused delays and pauses in my workflow. These technical issues required troubleshooting and assistance to resolve.
2. Adjusting to Organizational culture: It took some time for me to become acquainted with the organizational processes, rules, and practices of AJI Group as a new employee. It was originally difficult for me to adjust to new systems, procedures, and reporting structures since I had to rapidly understand and follow the company's procedures.
3. Limited Exposure to Other Departments: My area of responsibility as the accounting intern was mostly accounting-related responsibilities. My ability to fully comprehend the AJI Group's overall operations was hampered by my limited exposure to other organizational divisions and activities.
4. Time constraints and a heavy workload: The fast-paced environment of the RMG sector, along with the accounting department's expectations, resulted in a heavy workload and tight deadlines. Additionally, it created more pressure on the accounting department as the financial year was about to end. Balancing the workload and completing projects within the time constraints necessitated efficient time management, prioritizing, and the capacity to operate under pressure.

In spite of these challenges, I regarded each one as a chance for development and learning. I asked my supervisor and coworkers for advice, read extensively to deepen my comprehension, and worked diligently to hone my abilities and get through challenges. In the

end, these challenges helped me grow personally and professionally by enabling me to gain resiliency, flexibility, problem-solving abilities, and a greater comprehension of the intricacies of the textile accounting industry.

1.3.4 Recommendations to the company on future internships

I put forward some ideas that might improve the efficacy and success of future internships within the organization based on my experience as an accounting intern at AJI Group. The following suggestions are meant to improve the internship experience for both the organization and the interns.

1. Orientation program - Introduce interns to the organization's mission, values, organizational structure, and departmental objectives by implementing a thorough orientation program to facilitate a seamless transition into their jobs. Additionally, provide interns a rundown of the organization's systems, processes, and practices.
2. Training and Skill Development - Provide interns with Training sessions or seminars that emphasize the development of crucial professional skills, such as communication, teamwork, problem-solving, and time management
3. Cross-Departmental Exposure - by creating an internship program that gives interns the chance to experience several organizational areas, it will be easier to provide an all-encompassing understanding of the business's operations, promote teamwork and information exchange among interns from all disciplines.
4. Networking Opportunities - Networking events such as company-wide conferences, presentations, or workshops can be arranged where interns can interact with experts from various divisions and levels of the company to expose interns to all facets of the firm and foster professional connections.

By putting these suggestions into practice, AJI Group will build a strong internship program that will benefit both the organization and future interns by giving them a great internship experience. Future interns' abilities may be further nurtured and developed by AJI Group by offering structured supervision, training opportunities, and exposure to various business elements, creating a talent pipeline and promoting the growth and success of both the interns and the organization.

Chapter 2 - Brief Overview of AJI Group

Introduction

The value of combining academic knowledge with real-world experience cannot be emphasized in the modern rapidly changing and combative corporate environment, particularly in industries like finance and accounting. As part of my study in Finance and Accounting at Brac University, this paper gives a thorough account of my experience interning with the Accounts department at AJI Group. I saw the need of bridging the knowledge gap between what is learned in the classroom and actual financial operations as a student seeking a degree in Finance and Accounting. The chance to intern at AJI Group presented itself as the ideal way for me to put my academic knowledge to use, get practical experience, and become fully immersed in the practical intricacies of the sector.

This internship report's main objective is to list and analyze all of the significant duties, initiatives, and obligations I undertook while working at AJI Group. This report attempts to give a comprehensive overview of my professional advancement and personal improvement by outlining the useful abilities I've acquired, highlighting the difficulties I've faced, and sharing priceless lessons learned. This report will also go through the multiple financial tasks and procedures I came across while interning at AJI Group. We'll address topics like financial analysis, budgeting, cost management, financial reporting, and internal controls to highlight the practical abilities I've developed and how they directly relate to my academic goals and future professional objectives. The report will also include the difficulties encountered throughout the internship experience and the methods used to overcome them. These difficulties provided excellent chances for personal development by fostering the development of the flexibility, resilience, and critical thinking abilities needed to succeed in fast-paced professional settings.

In the final analysis, this internship report serves as a crucial lesson to the internships' transforming potential to connect theory and practice. By discussing my experiences at AJI Group, I hope to add to the body of knowledge already available about finance and accounting internships and encourage upcoming interns to make the most of their learning opportunities.

2.2 Overview of the Company

2.2.1 Background of the company

AJI Group of concerns saw its emergence in the horizon of ready-made garments Manufacturers in Bangladesh in the Year 1993 through the creation of a small sewing unit called AJI Apparels industry limited. Through hardship and perseverance, AJI managed to survive in the difficult times and situations it found itself in at the primary stage. Amidst the constant baffle for existence AJI nonetheless stuck with its originally adopted principles of honesty, integrity, moral scruples and business ethics. And this had helped Aji ease gently through the perilous path towards success and stability in the subsequent years.

It has been the policy since inception that AJI would always offer more to its customers than could be expected for itself. To fulfill this commitment, AJI has fulfilled the role of not only a trusted supplier of readymade garment products, but also as a benevolent partner toward all its buyers and customers.

Quick adoption to some of the important policies like getting accreditation of ISO, and Oeko-Tex Quality standard practices. ensuring total compliance of various Code of Conduct requirements of prestigious Buyers across the world, prioritizing the need for creation of ideal work conditions for the workers and ensuring proper health care and safety for them, awarded AJI a respectable position in the top echelons of the RMG manufacturers in Bangladesh.

Aji is dedicated to achieving greatness in the business world by continually providing top-notch goods and services to ensure complete client satisfaction.

2.2.2 Mission

AJI's mission is to maximize profit while creating an environment in which they can provide the best value and best services to their customers, while developing themselves to their maximum potential in a pleasant, clean and professional atmosphere.

2.2.3 Vision

The AJI Group aims to lead and be the most respected ready-made clothing (RMG) business in Bangladesh. Innovation, great quality, sustainability, customer focus, worldwide expansion, and employee empowerment are all part of their goal. Through innovative and inventive methods, they work to transform the business while producing goods of unmatched quality. They put the welfare of the environment, communities, and their workers first by embracing sustainable methods. AJI strives to create enduring partnerships by comprehending and satisfying local and international consumer demands. The vision of AJI includes broadening their market, establishing business partnerships, and diversifying their product line. They enable their workers to succeed by fostering an inclusive and empowering workplace culture. The AJI Group is dedicated to advancing the industry, spurring transformation, and creating long-term value.

2.2.4 Goal

The goal of AJI, as per company brochure is, Outsourcing. Manufacturing and Designs. Vendor Consolidation, Cost Reduction, Solving technical challenges, quality improvement. Inventory reduction and service improvement.

2.2.5 Achievements

AJI group has achieved the following certificates for fulfilling all necessary requirements of standards

01	ISO 9001:2008	
02	WRAP-Gold	
03	BSCI	
04	SEDEX	
05	OEKO-TEX (Textile & Garments)	

2.3 Management Practices

The AJI Group has an authoritarian management style. Mr. Ananta Jalil is the Chairman and managing director of the company and the supreme decision maker. This autocratic management style has benefited the business to achieve its goals and objectives in a number of ways;

1. **Clear Direction and Vision:** Autocratic executives excel in defining the company's purpose and vision. In the instance of AJI Group, this leadership style ensures that all employees are made aware of the organization's aims and objectives in a clear and consistent manner. By providing clear guidance, it makes it possible for people to align themselves with a common goal, enabling a focused and coordinated effort to achieve the intended results.
2. **Rapid decision making:** Decision-making independence and speed are qualities that characterize autocratic leaders. This leadership approach enables AJI Group to react quickly to changing market conditions in the fast-paced RMG sector and capture new possibilities. Autocratic CEOs guarantee quick decision-making by cutting down on the time spent on the deliberation and consultation procedures, fostering agility and allowing the business to keep a competitive advantage
3. **Efficient Execution:** By reducing the decision-making and implementation processes, autocratic leadership improves task execution and fosters effective operations. The concentration of decision-making power promotes efficient cooperation and reduces pointless red tape. As a result, AJI Group may carry out choices, activities, and projects quickly and effectively, increasing productivity and maximizing resource usage.
4. **Responsibility and Order:** Autocratic leaders wield considerable power and control, fostering accountability and organization within the company. Employees possess a clear understanding of their roles and the potential consequences of underperforming. This creates a sense of urgency and discipline, motivating employees to exert their utmost effort and align with the organization's goals and objectives.
5. **Emergency response and crisis management:** Autocratic leaders have extraordinary crisis management abilities, which are especially useful in dire situations or tumultuous times. Their ability to act quickly and decisively is crucial in the uncertain world of RMG, where interruptions are common. AJI Group takes advantage of the benefits of autocratic leadership, which promotes stability, offers clear direction, and gives the business the tools it needs to successfully handle problems in the fast-paced sector.
6. **Maintenance of Production and operational standards:** Autocratic executives ensure that procedures and standards are followed consistently across the whole organization. Because of its persistent dedication, AJI Group is able to achieve its aims and objectives uniformly and precisely. The organization pursues operational excellence and constantly provides the highest-quality goods and services by reducing deviations and upholding strict adherence to set standards. This dedication to consistency distinguishes AJI Group from the competition and enhances its standing in the sector.

7. **Conformity to the Founder's Vision:** When a firm is run by its creator or another visionary leader with a compelling vision, autocratic leadership is advantageous. When it comes to the AJI Group, as mentioned earlier, Mr. Ananta Jalil is the founder, chairman and managing director of the company. Here, an autocratic leadership style allows for the effective execution of his vision for the company's success. By using his power to influence others, the leader successfully directs the organization toward the core intents and goals, maintaining the fundamental values and principles that form the basis of the business. This conformity to the founder's intent not only encourages continuity but also strengthens the distinctive character and goal of AJI Group in the sector.

2.3.1 Human resource practices

HR departments play a critical role in AJI group by managing employee relations, onboarding, training, performance management, remuneration, and compliance with labor regulations. They are in charge of hiring, offering training opportunities for staff, putting in place performance assessment systems, handling payroll and benefits, resolving employee complaints, and creating a supportive workplace. In addition to maintaining compliance with regulatory requirements, encouraging employees' wellbeing, and fostering a talented workforce, HR departments play a crucial role in these efforts. They make a substantial contribution to the survival and development of AJI group, an RMG business in a cutthroat market.

The AJI Group goes through a multi-stage recruiting and selection process to find and hire outstanding people who can contribute to the success and growth of the business. The recruitment and selection process as follows:

1. **Job analysis;** The HR department carefully examines job specifications to determine the precise knowledge, abilities, and experience required for each position inside the organization. This facilitates the creation of precise job descriptions and specifications.
2. **Sourcing candidates;** AJI Group, a leading RMG company in Bangladesh, adopts a diverse range of channels to effectively source potential candidates. This includes leveraging online job portals, collaborating with reputable recruitment agencies, and harnessing the power of social media platforms. By utilizing these platforms, AJI Group expands its reach to attract a wide pool of talent, both locally and internationally.

Furthermore, AJI Group recognizes the value of employee referrals and internal promotions in the recruitment process. Employees are encouraged to refer qualified candidates from their networks, offering a unique opportunity for individuals already familiar with the company's culture and values. This approach not only strengthens employee engagement but also facilitates the identification of candidates who possess a good fit with AJI Group's organizational dynamics.

Internally, AJI Group promotes career growth and development by considering internal promotions. This practice acknowledges the talent and potential within the

company, offering existing employees opportunities to advance their careers and take on new challenges. Internal promotions not only motivate employees but also contribute to the continuity of the company's values and expertise.

3. **Screening and Shortlisting;** The applications and resumes that are submitted are thoroughly examined and filtered to create a shortlist of applicants who fit the criteria. To determine if they are suitable for the post, this may entail performing preliminary interviews or evaluations.
4. **Interviews and Assessments;** Interviews with the shortlisted applicants take place in-person. To evaluate candidates' talents and abilities, AJI Group uses aptitude tests, technical evaluations, or other job-related evaluations.
5. **Reference Checks and Background Verification;** The HR staff checks the references offered by the candidates to confirm their prior job experience, credentials, and character before making a final choice. To make sure the information is reliable and legitimate, background checks may also be done.
6. **Final Selection and Offer;** The HR department chooses the candidate in the end based on interview performance, assessment findings, reference checks, and general appropriateness. The chosen applicant is subsequently given an offer letter that includes information on pay, perks, and job conditions.
7. **Onboarding;** The onboarding procedure starts as soon as the candidate accepts the offer. This includes completing the required paperwork, attending orientation classes, and disseminating details about the policies, practices, and culture of the organization. The new hire is presented to their team and, if necessary, given a mentor.

The recruiting and selection process at AJI Group looks for bright people who share its values, have the necessary qualifications, and have the potential to advance. It guarantees an objective and complete assessment of applicants, resulting in the choice of the most qualified people for each position inside the firm.

2.3.2 Compensation system

The key aspects of AJI group's compensations are to follow:

1. **Basic Salary;** A basic salary is paid to the employees based on factors such as job responsibilities, qualifications, and experience at the 10th of each month.
2. **Performance-Based Incentives;** Performance based incentives are provided to encourage employees to perform exceptionally well and align their goals as per company goal.
3. **Overtime;** As an RMG company, AJI has a night shift routine for employees. Employees who perform the night shift are compensated for overtime as per their extended duty hours.
4. **Recognition and Rewards:** AJI Group values employee recognition and implements programs to acknowledge exceptional performance, long-term service, or significant contributions. This can include employee of the month/year awards, public recognition, or special incentives to motivate and engage employees.

5. Eid bonuses; AJI provides eid bonuses, equivalent to 50% of the basic salary to employees for both eid-ul-fitr and eid-ul-adha.
6. Career Development and Training: Through training programs, workshops, and educational opportunities, AJI Group supports employee growth and development. The corporation offers opportunities for professional progression inside the company, encouraging individuals to upgrade their knowledge and abilities.
7. Compliance with Labor Laws; AJI Group ensures compliance with labor laws and regulations of Bangladesh regarding compensation, minimum wage requirements, minimum age requirement to hire employees, child labor policy, overtime pay, and other legal obligations.

2.3.4 Employee training and development

AJI Group places a strong emphasis on staff training and development in order to improve knowledge and abilities inside the company. The organization offers on-the-job training courses that concentrate on giving employees the skills and information they need to be successful in their positions. Through these programs, staff members get practical training, direction, and mentoring from seasoned experts, which helps them develop industry-specific skills and boost performance. By making investments in employee training and development, AJI Group stimulates lifelong learning, encourages career advancement, and makes sure that staff members have the skills necessary to succeed in the fast-paced RMG industry.

2.4 Marketing Practices

2.4.1 Products

The primary products of AJI Group are ready-made garments such as hoodies, T-shirts, denim-wares etc. following are a few examples of their products:

TOPSON DOWNS Style : T040986C Development Style Additional Images
 Description : SNAP FRONT SWEATSHIRT
 Tech Designer :
 Season : 24SPRING
 Category :
 Sourcing :
 Division : 08 - MENS
 Designer : EMILY WATSON
 Stage : DEVELOPMENT

LOWER SEPERATE FUSED PLACKET AT CF OPENING EDGES ON FOLD. (501) SH EDGE STITCH AT ALL SIDES. (512) SHIMPLE UNDER FUSED PLACKET FACING (501) SH TS AND EDGE CF (512) SH TS AT BASE. AT INNER BOTTOM OF PLACKET IS CLEAN CUSIAL FUSE PATCH AT INSIDE BOTTOM TO REINFORCE CORNERS

PLACKET CONSTRUCTION

2-PLY BLOCK FUSED CONTRAST COLLAR (511) (0.25") SH TS ALONG COLLAR LEAF. SANDWICH COLLAR ONTO BODY. (501) SH EDGE STITCH AT COLLAR-BODICE JOIN SEAM

FREE K CONTRAST COLOR/LOCK PANELS (514) 4-TH JOIN SEAMS

EASE THE BODICE INTO THE RIB WAISTBAND WITH BOTTOM EDGE ON FOLD. SIDE SEAMS AT BOTH SIDES OF RIB WVL (514) OVERLOCK AT JOIN SEAM. PRESS SEAM ALLOWANCE UP TOWARD NECK

EASE SLEEVE INTO THE RIB CUFF BAND WITH BOTTOM CUFF EDGE ON FOLD. (514) OVERLOCK AT JOIN SEAM. PRESS SEAM ALLOWANCE UP TOWARD ARMHOLE

*** ALL INTERNAL SEAMS ARE (514) 4-THREAD OVERLOCKED JOIN UNLESS SPECIFIED. ***

SELF CONTRAST

TOPSON DOWNS Style : T040986 Development Style Additional Images
 Description : SNAP FRONT SWEATSHIRT
 Tech Designer :
 Season : 24SPRING
 Category :
 Sourcing :
 Division : 08 - MENS
 Designer : EMILY WATSON
 Stage : DEVELOPMENT

LOWER SEPERATE FUSED PLACKET AT CF OPENING EDGES ON FOLD. (501) SH EDGE STITCH AT ALL SIDES. (512) SHIMPLE UNDER FUSED PLACKET FACING (501) SH TS AND EDGE CF (512) SH TS AT BASE. AT INNER BOTTOM OF PLACKET IS CLEAN CUSIAL FUSE PATCH AT INSIDE BOTTOM TO REINFORCE CORNERS

PLACKET CONSTRUCTION

2-PLY BLOCK FUSED CONTRAST COLLAR (511) (0.25") SH TS ALONG COLLAR LEAF. SANDWICH COLLAR ONTO BODY. (501) SH EDGE STITCH AT COLLAR-BODICE JOIN SEAM

EASE THE BODICE INTO THE RIB WAISTBAND WITH BOTTOM EDGE ON FOLD. SIDE SEAMS AT BOTH SIDES OF RIB WVL (514) OVERLOCK AT JOIN SEAM. PRESS SEAM ALLOWANCE UP TOWARD NECK

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*** ALL INTERNAL SEAMS ARE (514) 4-THREAD OVERLOCKED JOIN UNLESS SPECIFIED. ***

SELF CONTRAST

STYLE	SWEATSHIRT printers	DATE	5/17/2023
TO QUOTE		SAMPLE SIZE	M
		DESIGNER	Andrea

COMPOSITION 1	60% cotton 40% polyester fleece fabric - 20 singles - fabric weight 270 - 280 gsm
COMPOSITION 2	100% cotton fleece fabric - 20 singles - fabric weight 270 - 280 gsm
DETAILS	72 pcs PER BOX / EACH PIECE WITHOUT INDIVIDUAL POLYBAG
QTY	TOTAL: 200.000 pcs per month (all year)

STYLE PICTURE



2.4.2 Marketing Strategy

AJI group has a strong foothold in the market already and majority of that credit belongs to their marketing team. Their success is reflected by their current number of buyers and how strong their network is. A reflection of their buyer is provided on (Table 2.4.2_1). Their marketing strategy is described below;

1. **Market Research:** All marketing strategy starts with market research. The extensive market research done by AJI group has led them to achieve great buyers such as Walmart and U.S. Polo. To find viable target markets, comprehend customer preferences, and keep up with global fashion trends, AJI Group performs intensive market research. The corporation can build items that specifically address the wants and tastes of clients from across the world thanks to the research.
2. **Branding and Positioning:** AJI group has already built itself as a massive brand in the RMG market in Bangladesh. This has been achieved by their product quality control, adherence to international standards, ethical manufacturing practices, and timely delivery to enhance its reputation in the global market.
3. **International Trade Shows and Exhibitions:** To present its product lines and build relationships with potential customers and distributors, AJI Group regularly participates in international trade fairs, exhibits, and industry events. These platforms give users the chance to network, find new business partners, and create leads. The founder and chairman of the company, Mr. Ananta Jalil's direct participation in these events helps their marketing procedures tremendously.
4. **Strategic Collaborations:** To expand its worldwide distribution network, AJI Group collaborates and creates strategic relationships with international retailers, distributors, and fashion brands. The business can expand its reach and get access to new markets by utilizing relationships that are already in place.
5. **Customer Relationship Management:** As their buyers are global giants such as Walmart, it is crucial to maintain customer relationships intact to not lose such important buyers. As a result, AJI constantly focuses on maintaining a solid relationship with their customers, addressing queries and concerns promptly, and fostering long-term partnerships to encourage repeat business and positive word-of-mouth referrals.

2.4.3 Target and current customers

AJI group has been operational since 1993 and has a very strong foothold in the market. They have major buyers from all across the globe. A list of their renowned buyers are stated as follows:

Walmart	TOKYO LAUNDRY
Whispering Smith	BLUE BANANA

NOXIT	SPECSAVER
VERTEX	SPRINGFIELD
CHIEMSEE	UNCLE SAM
MYNTRA	NEW YORKER
NADINE SCHROEDER	BAY CITY LIDL
JCPenney	C&A
U.S. POLO ASSN.	KAPPA
JORDACHE	ASDA

(Table 2.4.2_1)

An attached picture of production for these buyers for the month of May is attached below:

SUMMARY (MONTH OF MAY)

DATE : 03-MAY'2023

BUYER	BUILDING			TOTAL
	01	02	03	
BAYCITY LIDL	237667	0	0	237667
KENNETH COLE	38004	0	0	38004 -
BLUE BANANA	68064	0	0	68064 -
SPECSAVER *	5500	0	0	5500
VARTEX	35136	0	0	35136
TEX KAPPA	135149	0	0	135149
SPRINGFIELD	103899	200000	0	303899
CHIEMSEE	0	100000	0	100000
NORMA / Uncle Sam	0	71912	0	71912
NEW YORKER *	0	61500	0	61500
WALMART	0	180300	0	180300
NOXIT	686056	207007	893920	1786983
BAYCITY LIDL	0	0	221923	221923
MYNTRA	0	0	16535	16535
KAPPA GERMANY	0	0	128150	128150
NADINE SCHROEDER	0	0	22570	22570
8000 RIL STOCK	0	0	34200	34200
TOTAL	1309475	820719	1317298	3447492

As seen from the table and image, their target market consists of global retailers, wholesalers, and distributors in the fashion and apparel industry. These also include clothing brands, department stores, online retailers, and fashion boutiques located in various countries around the world.

2.4.4 Marketing Channel

AJI group has a strong marketing channel to promote and sell their products. Their internal marketing department consists of a large number of people with Mr. Monir Hawladar as incharge. The main focus for the department is to maintain a solid relationship with current buyers as well as establishing prominent connections with new buyers. Additionally, they maintain a strong connection with the buying houses to ensure a solid flow of orders to come in.

2.4.5 Advertising and promotion strategies

Some key strategies employed by AJI Group to create brand awareness, drive sales, and maintain a competitive edge in the market are;

1. Digital Advertising: AJI company utilizes the advantages of digital advertising by putting ads on foreign fashion magazines to showcase the company's product offerings, highlight unique selling points, and engage potential customers.
2. Trade fairs & exhibits: As mentioned earlier, to promote its goods and build relationships with potential customers, merchants, and distributors, AJI Group regularly participates in national and international trade fairs and exhibits. These occasions offer a venue for showcasing the business's expertise, fostering partnerships, and generating leads.
3. Utilizing buying houses: Their main source of customers comes from the buying houses. They promote their products and have written contracts with multiple buying houses to promote their brand and attract new customers.

2.5 Financial performance

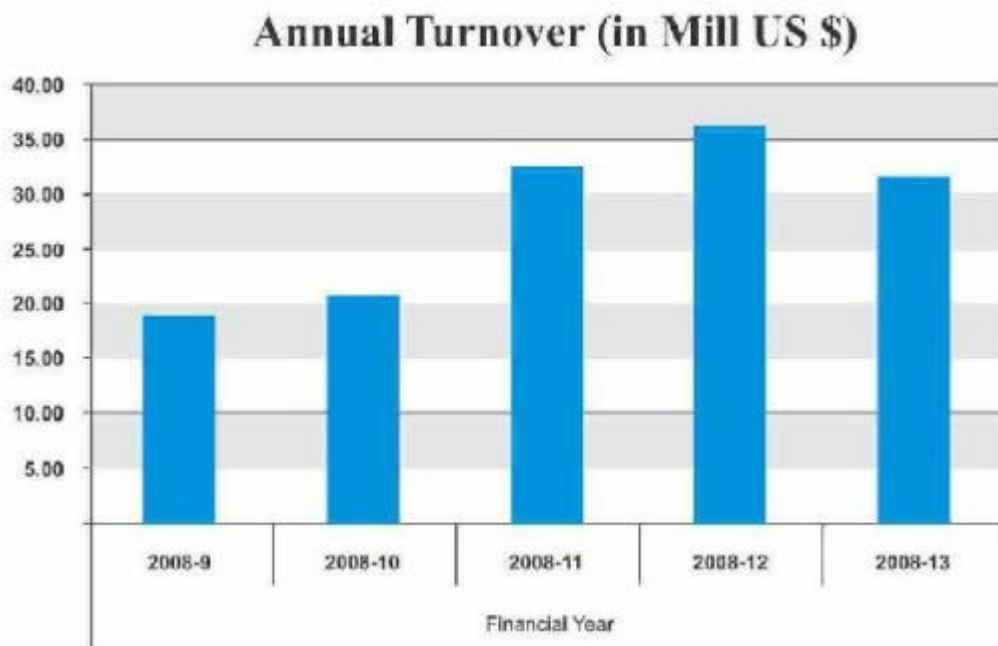
As AJI group is a privately owned company, they are not liable to disclose their financial statements. As a result, it is impracticable to formulate any financial performance analyses. But, as per company's permission, a few pieces of information are shared below.

By comparison to the performance of before, during and after the Covid-19 crisis, the MD. Sharif Hossain (Director Finance) stated that the company took a minor hit during the Covid crisis like the other companies in the same industry, but they managed to bounce back. But the Russia-Ukraine war that started a global economic recession is bringing hardships from them. They have already lost a major buyer from Ukraine and the inflation, along with the price hike is causing them a setback. He additionally added, due to the increase of gas price, the company has to pay an additional 1 crore bdt as gas bill a month to sustain.

The company has allowed to share 2 turnover charts with the making of this report. The charts are to follow;

Annual Turn Over:

AJI GROUP TOTAL TURN OVER \$ 54.37 MILLION		
Company Name	Unit / Plant Name	Million
AJI Apparels Industry Ltd.	Garment Unit	6.80
FRM Fashion House Ltd.	Garment Unit	8.73
Polo Composite Knit Industry Ltd.	Knitting and Dyeing Unit	17.50
	Printing Unit	0.36
	Embroidery Unit	0.42
	Garment	14.20
	Washing	0.18
	Flat bed Printing	6.00
	Washing	0.18
Total Turn Over		54.37



As we can see from the table and the chart, the total turnover for the financial year of 2021-2022 was \$54.37 million.

Additionally, the chart showcases that annual turnover compared to the financial year of 2013 has decreased from the year of 2012. But this data is almost 10 years old.

2.6 Accounting Practices

For the purpose of correctly recording and disclosing its financial activities, AJI Group employs accrual-based accounting procedures. No matter when the money is collected or paid, income and costs are recorded using the accrual accounting approach. This implies that AJI Group reports revenue when it earns it, such as when items are delivered to clients, rather than when payment is received. Similarly, costs are recorded when they are incurred, such as when raw materials are purchased or wages are paid, regardless of when the cash outflow really happens. Accrual-based accounting gives a more complete and accurate view of the financial condition and performance of the AJI Group. By comparing revenues to costs required to get those sales, it enables the business to better evaluate profitability and financial health. By using accrual-based accounting standards, AJI Group is able to monitor its financial performance, make wise business decisions, and adhere to regulations with transparency and dependability.

Additionally, AJI group follows the accounting cycle to have a solid ground when it comes to decision-making. The cycle begins with the identification and evaluation of business transactions, which are subsequently documented consistently in the company's books of accounts. Following that, AJI Group posts the recorded transactions to the appropriate accounts and prepares critical financial statements such as the income statement, balance sheet, and cash flow statement. After preparing the financial statements, AJI Group conducts a thorough study and analysis to analyze its financial performance and position. This thorough study assists management in making sound decisions, recognizing opportunities for growth, and developing long-term strategic objectives.

Furthermore, as part of the accounting cycle, AJI Group assures the closure of temporary accounts, including revenue and expense accounts, in order to calculate the period's net income. This approach lets the firm start the next accounting period with a clean slate, giving financial management a new start.

AJI group follows a straight-line depreciation method to maintain depreciation accounts. AJI Group uses this approach to assess the original cost of its assets and estimate their useful life. The corporation then depreciates an equal part of the asset's cost throughout each term of its useful life. This guarantees that the asset's value reduction is recognized in a methodical and consistent manner throughout time. AJI Group gains various advantages by using the straight-line depreciation technique. For starters, it simplifies computation, making it simple to manage and report depreciation charges. Second, this strategy distributes the asset's cost more evenly during its useful life, resulting in a consistent and predictable influence on the company's financial statements. Furthermore, the straight-line depreciation approach is in accordance with generally accepted accounting standards (GAAP) and improves compatibility with other firms in the industry. It helps stakeholders to examine AJI Group's asset management efficiency and the impact of depreciation on profitability by facilitating accurate financial reporting.

2.7 Operations Management and Information System Practices

Each floor of the company building has floor incharges tasked with maintaining hourly production and material storage information. A picture is attached for a better perspective.

The whiteboard displays production data for three floors: POLO-1, POLO-2, and POLO-3. Each floor has a table with columns for 'FLOOR', 'LINE NO', 'BUYER', 'ORDER NO', 'TGT', and hourly production (1ST to 10TH) and a 'TOTAL' column. The data is handwritten in black ink. There are also some notes and a 'TOTAL' row at the bottom of each floor's section.

Each floor has a board to keep track of the production on hourly basis and it is updated constantly on the board setup at the Chief executive's room.

The hourly production rate, target, production taking place at each unit of business, resource allocation rate and variance is adjusted at excel and sent to the chief executive of the company each hour. A picture is attached below:

The Excel spreadsheet is a 'LINE FEEDING PLAN' for Walmart. It lists various line items (P-01 to P-04) with columns for 'BUYER', 'MATERIAL', 'STYLE', 'ITEM', 'FAB. REF.', 'Q. QTY', 'FACTORY QTY', 'SHIP DATE', and 'TARGET'. The main body of the spreadsheet is a grid of daily production targets and actuals, with handwritten entries in many cells. There are also summary rows for 'TOTAL TARGET (SHORTS) (1ST SHIP)', 'TOTAL VARI (SHORTS) (1ST SHIP)', and similar rows for '2ND SHIP'. Handwritten notes include 'P.P. Meeting = 07/03/23' and '08/03/23'.

Additionally, at the end of each production day, the total production report, along with total delivery made each day, is uploaded to excel and sent to the chairman for approval. When uploaded to excel, the production is divided into products produced in terms of the buyers, storage remainings, target production, variance, production by each unit and more. The following data sheet is an example of such:

BUYER	ORDER QTY.	GREY QTY.	YARN RCV QTY.	FABRIC BALANCE	KNITTING QTY.	KNITTING BAL.	TODAY DYEING	DYEING QTY.	DYEING BALANCE	FINISH FABRIC REQ QTY.	TODAY FABRIC DELIVERY	FABRIC FINISH QTY.	FABRIC FINISH DELIVERY QTY.	FABRIC FINISH BALANCE QTY.	REMARKS
WALMART	633885	579618	586000	-13818	529898	-49720	3329	484445	-95173	518812	2166	379254	379254	-139558	
S.FIELD	455307	231691	232425	735	201262	-30429	972	185768	-45923	205420	3028	147169	147169	-58251	
LIDL BAYCITY	358044	108248	102423	-5825	98105	-10143	2643	84659	-23589	97406	2116	69876	69876	-23137	
NOKIT	1125254	155821	155821	0	153010	-2811	4886	128982	-26840	140472	2847	95349	95349	-45123	
VERTEX(2nd priority)	50274	25172	25172	0	20579	-4593	0	0	-25172	22987	0	0	0	-22987	
TEX KAPPA	43452	15925	15925	0	15925	0	1183	8962	-6963	14170	35	5786	5786	-8384	
G.PARK	30000	9452	9452	0	9452	0	0	3636	-5816	8911	0	1210	1210	-7701	
NEW YORER	295400	95737	72479	-23262	71453	-24284	1309	58807	-36930	85509	1124	45181	45181	-40328	
UNCLE SAM	56444	16820	17130	310	16832	12	497	17490	670	15050	1282	13222	13222	-1828	
KAPPA GERMANY	127600	9598	9598	0	9598	0	0	9450	-148	8494	0	8477	8477	-17	
CHIEMSEE	100000	50768	50768	0	50768	0	0	48880	-1888	46533	426	41978	41978	-4555	
BLUE BANANA	68138	66263	66263	0	69437	3174	100	75795	9531	60719	228	62357	62357	1638	
RAJAN	34200	16070	16070	0	16070	0	697	7602	-8468	14488	167	6640	6640	-7848	
TOTAL	3377998	1381183	1339523	-41660	1262388	-118795	15616	1114475	-266708	1238970	13726	876499	876499	-358077	

This hourly tracking method helps the company to strictly maintain their resource allocation, keep track of the inventory, hourly target maintenance and to reach their daily production and shipment goal.

2.8 Industry and Competitive Analysis

2.8.1 Porter's Five Forces

The competitive dynamics and attractiveness of the RMG business in Bangladesh can be better understood by analyzing it using Porter's Five Forces.

1. **Threat of New Entrants:** Bangladesh's RMG sector faces a moderate challenge from new competitors. This is mainly because of the plentiful trained labor and the relatively cheap capital needs, which make it simpler for new companies to establish themselves in the market. However, well-known brands that have already attained consumer loyalty and market awareness present significant entrance obstacles for newcomers. Because of economies of scale, these well-established businesses are able to cut costs and provide competitive prices. Furthermore, established businesses have an edge when it comes to locating high-quality materials at competitive costs because of solid ties with suppliers that have been built through time. These elements taken together make it difficult for new entrants to gain traction in Bangladesh's RMG market right at once.
2. **Bargaining power of buyers:** In the RMG industry of Bangladesh, buyers, including global retailers and fashion brands, wield substantial bargaining power. As the buyers include renowned brands such as Walmart, Uncle Sam, U.S. Polo etc, these powerful customers have the power to demand fair prices, excellent product quality, and adherence to moral and environmentally friendly standards. This puts a lot of pressure on producers to both ensure their own profitability and fulfill the rising standards of consumers. This is the outcome of an extremely competitive global garment business, where several manufacturers compete for contracts and orders, buyers have a powerful position. Buyers take advantage of this competitive environment to negotiate beneficial conditions, such as price agreements that take into account current market prices. Manufacturers must also spend money on eco-friendly production techniques, ethical labor standards, and transparent supply chains since consumers are paying more attention to sustainability and ethical sourcing practices.
3. **Bargaining Power of Suppliers:** Suppliers in Bangladesh's RMG sector have little negotiating strength. This is due to the large number of suppliers and other sourcing choices accessible, which allow firms to participate in negotiations that result in advantageous terms and pricing. The market's plentiful supply of suppliers fosters competition, giving producers the opportunity to pick from a variety of possible business partners. Because manufacturers may readily move to different suppliers if better terms are presented, the increased competition among suppliers reduces the power of each supplier's unique negotiating position. The RMG sector also benefits from a worldwide supply chain network, giving producers access to a variety of sourcing alternatives in various geographical areas. Their capacity to investigate competitive pricing and advantageous contractual arrangements is improved by this freedom.
4. **Threat of Substitutes:** The danger of alternatives to Bangladesh's RMG industry is rather low. Strong brand loyalty and well-established distribution networks continue

to sustain the continually high demand for clothing and textiles on a worldwide scale. However, it's vital to recognize that prospective replacements can appear in the future as a result of developing fashion trends and technology breakthroughs. These alternatives might be new technologies or alternative materials, such as 3D-printed clothes. Despite the fact that conventional clothing and textiles continue to dominate the market, the sector must remain watchful and adjust to shifting customer tastes and technological challenges. Long-term market disruption might result from the use of innovative production techniques and materials.

5. Industry Rivalry: There is fierce competition among many producers and exporters in Bangladesh's RMG sector. Strong pricing competition, an unrelenting quest for innovation, and the necessity of effective supply chain management characterize the competitive environment. Companies must prioritize distinctiveness through a variety of variables, such as product quality, cutting-edge design, sustainability practices, and adherence to international standards, to prosper in this very competitive climate. In our market, the importance of product quality cannot be stressed. The durability, comfort, and visual appeal of the clothing must continually meet or surpass client expectations, according to manufacturers. Additionally, acquiring market share and fostering brand loyalty depend on being able to provide distinctive and new designs that appeal to customers.

2.8.2 SWOT Analysis

An organization's strengths, weaknesses, opportunities, and threats are evaluated using the SWOT analysis, a strategic planning technique. It aids in comprehending the existing situation and locating possible problem regions or danger spots. The SWOT analysis of AJI group is as follows:

1. Strengths

1.1 Manpower - AJI Group has solid manpower strengths with almost four thousand skilled employees working for the company.

Manpower Strength				
Company Name	Total Strength	Management Staff	Mid Manag. Staff	Worker
AJI Apparels Industry Ltd.	635	5	83	547
FRM Fashion House Ltd.	527	4	77	446
POLO Composite Knit Ind. Ltd.	1951	15	254	1682
POLO Embroidery Unit	225	3	26	196
POLO Printing Unit	117	3	33	91
POLO Dyeing Plant	453	4	57	392
POLO Knitting Unit	299	3	37	259
POLO Flat Bed Printing Unit	201	3	29	169
POLO Washing Plant	42	1	7	34
Grand Total	4450	41	593	3816

1.2 Multiple units - AJI group has multiple units to serve different buyer's needs. As a result they do not have to subcontract their work outside. The list of their units are stated as follows.

Name of the UNITS:	
AJI Apparels Industry Limited	
FRM Fashion House Limited	
AB Knit Industry Ltd.	
Polo Composite Knit Industry Limited	
Polo Knitting Unit	
Polo Dyeing Plant (Tubueler & Open end)	
Polo Flat Bed Print Unit	
Polo Washing Plant	
Polo Screen Printing Unit	
Polo Embroidery Unit	

1.3 Efficient and high production capacity - With enhanced manpower and multiple units meeting demands of each order, they have a very efficient line of work which ultimately results in higher production capacity. The production capacity of AJI Group as follows:

Production Capacity:

Knitting	24000 to 25000 kgs Per Day
Dyeing	15000 - 16000 kgs Per Day
Flatbed Printing	4500 kgs Per Day
Peached Fabric	4500 kgs Per Day
Cutting	85000 to 90000 Pcs Per Day
Screen Printing	28000 to 30000 Pcs Per Day
Sewing (Knit)	60000 to 65000 Per Day
Sewing (Woven)	30000 to 35000 Per Day
Washing	30000 to 35000 Pcs Per Day
Finishing	85000 to 90000 Pcs Per Day
Packing	85000 to 90000 Per Day

1.4 Strong brand image - As mentioned in the list of buyers segment, their buyers are some of the global giants such as Walmart, U.S. Polo, Tokyo Laundry etc. As a result, they have a strong brand recognition in the market.

1.5 Effective Supply Chain: AJI Group has created an effective supply chain management system to guarantee prompt production and delivery.

2. Weaknesses:

2.1 Dependence on External Suppliers: The AJI Group's reliance on external vendors for raw materials is one of its possible disadvantages. This might make it more difficult to maintain quality control and manage any supply chain interruptions. Due to its reliance on outside vendors, the firm runs the danger of receiving raw materials of varying quality, which may degrade the overall standard and consistency of its output. In the fiercely competitive RMG sector, where customer satisfaction is of

utmost importance, maintaining consistent quality becomes essential. Additionally, supply chain interruptions can affect production schedules and result in inefficiencies. Examples include late delivery of raw materials or abrupt changes in supplier availability.

3. Opportunities

3.1 RMG Friendly environment - Currently the largest sector in Bangladesh is the RMG sector. The government has passed multiple decrees and laws to ensure sustainable growth of the industry. Moreover, RMG products from Bangladesh get tax exemptions in SAARC and other countries. AJI can utilize this opportunity to strengthen the foreign buyers relationships and look for further expansions.

3.2 Sustainable practices - The growing consumer desire for clothing made in an ethical and ecological manner offers AJI Group a potential chance to adopt green business methods and serve a niche market. By incorporating sustainable practices into its business operations, AJI Group can capitalize on the rising demand for environmentally friendly goods and establish itself as a trustworthy and ethical player in the RMG sector. AJI Group has the opportunity to connect its manufacturing processes with eco-friendly concepts, such as using organic or recycled materials, applying energy-efficient technology, and limiting waste and pollution, as the focus on sustainability throughout the world increases. By doing this, the business may better its brand reputation and draw in new clients who place a high priority on sustainability, in addition to satisfying the demands of environmentally concerned consumers. Additionally, AJI Group gains long-term advantages from adopting sustainable practices, such as cost savings through resource management and increased operational effectiveness. By lessening its influence on the environment and implementing socially responsible practices, the business may set itself apart from rivals, creating a distinctive selling offer and developing brand loyalty among customers who care about the environment. In order to take advantage of this chance, AJI Group must actively market its dedication to sustainability through open communication and labeling. Working together with trade groups and certification organizations can support the marketability of the company's sustainability claims.

4. Threats

4.1 Intense competitions - The Bangladeshi RMG market is known for its very competitive environment, where several firms aggressively battle for market share. The sector faces increased rivalry due to the large number of producers and exporters, which necessitates ongoing innovation and strategic differentiation.

4.2 Price Fluctuations - Fluctuations in raw material prices and exchange rates could impact the company's profitability.

4.3 Economic fluctuations - Economic fluctuations or the development of recessions in important economies can have a substantial influence on consumer spending habits and uncertainty in the demand for RMG products. As a result, AJI Group and other participants in the sector must maintain vigilance and readiness to handle any difficulties that may occur from these economic variables. The business must be

aware that variations in macroeconomic variables like GDP growth, inflation rates, and currency rates might affect consumer buying power and the overall demand for RMG products. Consumers may become more frugal with their spending during economic downturns or periods of economic instability, which might result in a possible reduction in demand.

4.4 War - The Russia-Ukraine war has posed new threats for AJI Group that includes, disruption in supply and delivery chain, Fluctuations in raw material prices, Changes in export markets and global economic downturn.

2.8 Summary and Conclusions

2.8.1 Summary

AJI Group, an RMG sector company based in Bangladesh, demonstrates several key characteristics and strategies that contribute to its success in the industry. The company follows an autocratic leadership style, which provides clear direction, efficient decision-making, and accountability throughout the organization. This leadership approach allows AJI Group to navigate crisis situations effectively and maintain stability in a fast-paced and competitive industry.

The company excels in areas such as efficient execution, ensuring consistent standards and processes, and maintaining a high level of control and authority. These practices drive productivity, resource utilization, and discipline among employees, enabling them to meet the company's goals and objectives.

AJI Group's HR department plays a vital role in managing recruitment, training, and development, performance management, and employee relations. The company focuses on attracting and retaining a skilled workforce, ensuring compliance with labor laws, and promoting employee well-being and productivity.

In terms of marketing and advertising, AJI Group utilizes various strategies to target its audience effectively, including digital marketing, social media, and collaborating with renowned fashion brands. The company also emphasizes sustainable practices, aligning with the growing demand for environmentally friendly garments. AJI Group follows accrual-based accounting and implements the complete accounting cycle, ensuring accuracy, compliance, and transparent financial reporting. The company also adopts straight-line depreciation for its assets.

2.8.1 Conclusion

Due to its authoritarian leadership style, effective execution, obedient staff, and intelligent marketing strategies, AJI Group stands out as a prosperous RMG sector firm in Bangladesh. The business can remain competitive in its sector thanks to its dedication to sustainable practices and flexibility in responding to shifting market conditions.

The organization can negotiate crisis circumstances and retain stability because of AJI Group's emphasis on clear direction, efficient decision-making, and responsibility. A healthy work environment, the development of a trained staff, and ensuring labor regulations are followed are all important goals of the HR department. Additionally, Reaching the target demographic and partnering with well-known fashion brands are key components of the company's marketing and advertising initiatives. The AJI Group also understands the value of sustainability and connects its operations with the rising demand for clothes that are ecologically friendly. Furthermore, AJI Group provides accurate financial reporting, regulatory compliance, and well-informed decision-making through its thorough accounting standards and adherence to the whole accounting cycle.

Overall, the AJI Group is a credible and competitive player in the RMG sector because of its strong leadership, effective operations, smart marketing, and dedication to sustainability, which is what fuels its ongoing success in the market.

2.9 Recommendations

1. Technological advancement - To increase operational effectiveness and keep one step ahead of the competition, AJI Group needs to invest in technological solutions. Productivity and cost-effectiveness may be considerably increased by using automated production processes, utilizing data analytics for demand forecasting, and supply chain management.
2. Employee development - With around 4000 employees working at the company, maintaining a focus on staff development and training initiatives will aid AJI Group in cultivating a knowledgeable and enthused team. Employee retention and satisfaction may be increased by giving chances for personal and professional growth, competitive pay and benefits, and a supportive work environment.
3. Stay informed about industry trends - The AJI Group must actively keep up-to-date on the dynamic environment of fashion, technology, and customer tastes in order to maintain a competitive edge in the ever evolving RMG industry. The AJI Group must continually modify its methods to satisfy changing demands by being up to date on market trends, comprehending shifting customer habits, and being aware of technical breakthroughs. This can be accomplished by actively participating in trade shows and industry conferences where the business can present its goods, network with key industry figures, and obtain insightful information. Additionally, AJI Group can have a stronger awareness of new trends by the proper use of thorough market research, allowing it to anticipate changes in the market and outperform rivals.

Chapter 3

3.1 Introduction

The chapter 3 section of the report will focus on the topic of the report "The activities of the accounts department of AJI Group Ltd." After being an intern for 3 months at AJI Group, the knowledge gathered throughout the internship period will be used to analyze the operations of the accounts department of AJI group.

The accounts department of AJI group is segmented into multiple chambers. The segments are; receivable and payable department, inventory management, budgeting, reports and financial statements, legal compliance and financial control, and record-keeping.

For such a massive company, the accounts sections have multiple activities to pursue that will later be discussed in this report.



(Accounts department of AJI Group)

3.1.1 Background

AJI Group is a prominent RMG (Ready-Made Garments) company based in Bangladesh. I have completed a 3 months internship period with the company as a mandatory part of my academic degree completion. The internship allowed me to practicalize my theoretical knowledge and provided me a wide understanding of the company's financial structure, accounting systems, and reporting requirements. The RMG sector in Bangladesh is governed by a special set of laws that mandate that businesses follow certain accounting and reporting requirements. Contextualizing the internship experience required understanding the distinctive features of accounting in the RMG industry, such as cost allocation, inventory value, and revenue recognition. A better understanding of the dynamics of financial management in the RMG business has been gained through investigating industry-specific difficulties and best practices in accounting.

3.1.2 Objectives of the report

3.1.2.1 Broad Objective

To understand the activities undertaken by the accounts department of a massive company such as AJI, gain a practical overview on how a company in the RMG sector in Bangladesh maintains their accounts and apply academic knowledge to practice to ensure the gain of real world knowledge.

3.1.2.2 Specific objectives

1. To understand the functions of the accounts department of AJI Group.
2. Apply theoretical knowledge to gain practical experience
3. Learn the procedure of financial reporting and familiarize with different accounting softwares
4. Gain a deeper understanding of the activities undertaken by the accounts department of a company in the RMG sector.

3.2 Methodology

3.2.1 Data source

The data presented in the report has been sourced from both primary and secondary sources.

3.2.1.1 Primary source

Primary data is collected from the official documents of the company.

3.2.1.2 Secondary source

The source of the secondary data are company brochures, discussion with the supervisor, and company profile.

3.3 Limitations

There is a certain limitation of the report: As a privately owned company, AJI group is not liable to disclose any financial information to third-party. As a result, the report does not contain any financial data analyses, rather solely focuses on the activities undertaken by the accounts department of the company.

3.4 Findings and analysis

3.4.1 Overview of the accounts department

As a massive RMG company, the accounts department of AJI is a large department consisting of more than hundred people for the tasks to be fulfilled. The department plays a vital role in the financial planning, budgeting and reporting for the company. The objectives of the accounts departments are to follow:

1. **Financial Recordkeeping:** The Accounts Department is in charge of documenting and keeping track of AJI Group's financial transactions. Accurately recording revenue, costs, assets, liabilities, and equity in the business's accounting system is a part of this.
2. **Financial Reporting:** The division creates timely and accurate financial reports, such as the cash flow statement, income statement, balance sheet, and statement of changes in equity. These reports offer a thorough analysis of the company's financial situation and performance.
3. **Forecasting and Budgeting:** The Accounts Department works with other departments to provide predictions and budgets. It helps with the creation of financial estimates, discovers opportunities for cost savings, and keeps track of actual performance in comparison to set financial goals.
4. **Accounts Payable and Receivable:** The division oversees accounts payable, making sure that suppliers and vendors are compensated fairly and promptly. Additionally, it manages accounts receivable, keeps track of client payments, and follows up on unpaid bills.
5. **Taxes & Compliance:** The Accounts Department oversees tax-related issues and assures compliance with tax laws. It creates and files tax returns, stays current on tax law changes, and maintains the necessary records for audits and inspections.
6. **Financial Analysis:** The department conducts financial analysis to assess the performance of the company's finances, spot patterns, and offer information for decision-making. To evaluate the company's financial situation and make wise strategic decisions, it does ratio analysis, profitability analysis, and variance analysis.
7. **Internal controls -** These are set up and maintained by the accounts department to protect corporate resources, thwart fraud, and guarantee the accuracy and integrity of financial data. It puts policies and practices into place to encourage accountability and transparency in financial operations.
8. **Auditing and Compliance:** To facilitate audits and reviews of financial records, the department collaborates closely with internal and external auditors. To guarantee compliance with auditing standards, it aids in supplying the appropriate documents and resolving audit findings.

3.4.2 Segments of financial department

The accounts department is divided into multiple segments, with each segment operating closely to help the business thrive. The segments are as follows - receivable and payable

department, inventory management and cost control, budgeting, reports and financial statements, legal compliance and financial control, and record-keeping.

3.4.3 Receivable and payable

AJI group follows an accrual based accounting method. The Receivable and Payable Department is in charge of overseeing all financial activities associated with Accounts Receivable and Accounts Payable. To ensure timely payments and collections, keep correct financial records, and efficiently manage cash flow, this department is essential. Their activities include -

Activities related to accounts receivables-

1. Invoicing - The Receivable and Payable Department of AJI Group uses accrual-based accounting in its Invoicing function. No matter whether money has been received, this entails producing and sending invoices to clients for the products or services rendered. The department places a high priority on guaranteeing the completeness and correctness of the billing process. The department can efficiently track and record revenue by using the accrual-based accounting system, preserving accurate financial records. The integrity of the company's financial administration is largely reliant on accurate and thorough invoicing, which is an essential part of monitoring income.
2. Collection management - The Receivable and Payable Department at AJI Group is responsible for effectively managing collections. They employ proactive measures to track and collect outstanding customer payments. Through the implementation of the accrual-based accounting method, the department maintains a systematic record of customer invoices and diligently follows up on any overdue payments. To encourage timely collections and mitigate the potential impact of unpaid receivables on the company's financial stability, the department consistently communicates with customers through reminders, statements, and collection notices. By adopting these practices, AJI Group aims to optimize cash flow and uphold a strong financial position.
3. Revenue Recognition - The accrual-based accounting principle is used by the department to recognize revenue. Regardless of when the payment is received, revenue is recorded as it is generated. This strategy offers a more realistic picture of the business's financial performance.
4. Cash Application: The department applies customer payments to the appropriate customer accounts based on the accrual-based accounting method. It reconciles customer payments with outstanding invoices and updates the accounting system accordingly. Accurate cash application helps maintain accurate financial records and provides visibility into the company's cash position.

Activities related to accounts payable -

1. Invoice processing - The Receivable and Payable Department at AJI Group handles the important task of invoice processing in accordance with the accrual-based

accounting principle. Upon receiving invoices from vendors, the department meticulously examines each invoice to verify its accuracy and authenticity. They also ensure that the invoices have been properly authorized in accordance with internal control procedures. Moreover, the department diligently matches the invoices with relevant supporting documentation, such as purchase orders or delivery receipts. This rigorous process guarantees that all invoices are properly recorded and accounted for, fostering transparency and reliability in the company's financial operations. By adhering to these practices, AJI Group maintains strong financial control and effectively manages its accounts payable, enabling smooth and accurate processing of vendor invoices.

2. Processing of Payments - The department handles payments to vendors using the accrual-based financial reporting system. Regardless of when the actual cash outflow takes place, payments are made in accordance with the agreed-upon payment conditions. With this strategy, timely vendor payments are made and proper financial records are maintained.
3. Reconciliation with Vendors - Accounts payable records and vendor statements are compared by the department. This guarantees that all payments and invoices are properly accounted for. To preserve positive vendor relationships, any differences or unresolved problems are quickly remedied.
4. Reporting: This department creates and files tax-related forms, offers required supporting materials for audits, and keeps precise records for reporting requirements.

3.4.4 Inventory management and cost control

The department is in charge of efficiently controlling inventory levels, cutting expenses, and guaranteeing truthful financial reporting.

Inventory management: The division keeps a tight eye on inventory levels to make sure neither too much nor too little is kept on hand. To guarantee accuracy, they frequently reconcile physical inventory counts with accounting data. The department of inventory management's activities include:

1. Monitoring the stock - This includes documenting receipts, problems, and changes as well as tracking the flow of raw materials, work-in-progress, and finished items.
2. Forecasting demand - Working with other departments to predict demand and adjust inventory levels as necessary to avoid stockouts or having too much inventory.
3. Issuing reorder - calculating Reorder point, Choosing the best ROP and amounts to keep sufficient stock levels while taking lead times, manufacturing schedules, and customer needs into account.
4. Inventory valuation - The FIFO (First-In, First-Out) approach is used by AJI Group to value inventory. According to this strategy, newer things are kept in stock while the first items bought or manufactured are the ones that are utilized or sold first. The department calculates the cost of goods sold (COGS) and the value of ending inventory using the FIFO approach by taking into account the expenses related to the oldest inventory first.

3.4.5 Financial reporting

The preparation of the financial statements is a major task undertaken by the accounts department. The procedure as follows:

1. Revenue recognition - 1. The primary source of revenue is client orders. The revenue is recognized on an accrual basis. 2. Another minor source of revenue comes from selling Jutes. 3. Interest from company bank accounts and fixed deposits are also a recognized source of revenue for the company.
2. Expenses - 1. The primary source of expense comes from purchase of raw materials. As the company is an RMG company, their main expense source is the buying of the raw materials needed. 2. Purchase of equipment and machineries are another major source of expense. 3. Salary and payroll. 4. Utilities. 5. Production cost. 6. Storage cost. 7. Transportation cost. 8. As they export products, customs and duty charges are another source of expense. 9. Rents.
3. Account receivables - This mainly arises from the clients and buyers.
4. Cash and cash equivalents - Highly liquid assets that can be quickly turned into cash within a short time frame—typically three months or less—are referred to as cash and cash equivalents. These assets are included in the balance sheet in the financial statements and are essential for the ongoing operations of the company.
5. Bill-Voucher Preservation - The company preserves all kinds of bill-vouchers to avoid any issues related to taxations. All Mushoks and other bill-vouchers are preserved for 5 years, and destroyed afterwards.

3.4.6 Internal Audit and Compliance

As an RMG business operating in Bangladesh, Aji Group relies heavily on internal auditing. The internal controls, risk management procedures, and operational practices of the business must be evaluated and assessed for effectiveness by internal auditors. Their goal is to give management and the board of directors impartial and unbiased confidence about the organization's internal control systems and governance practices.

Headed by Mr. Salehin Akram, Key tasks undertaken by internal audit department of AJI Group are:

1. Risk assessment: Internal auditors are tasked to identify areas that need extra attention, analyze and evaluate the company's risks, both financial and non-financial. Additionally, Analyzing possible risks, assessing how they could affect the company, and setting auditing priorities are all part of this process.
2. Implementation of internal controls: Auditors assess the efficiency of internal control systems and practices put in place to protect assets, thwart fraud, and guarantee adherence to rules and laws. They evaluate the creation and use of controls and, if required, offer suggestions for improvement. As Aji group is a massive company with many sister concerns, it is crucial to ensure effective implementation of internal controls.

3. Compliance audits: To make sure that Aji Group complies with all legal, statutory, and regulatory requirements, internal auditors perform compliance audits. To find any possible areas of non-compliance, they evaluate the company's adherence to labor laws, environmental rules, tax obligations, and contractual responsibilities. Internal auditors contribute to the organization's continued legal and regulatory compliance by assessing adherence to these standards.
4. Fraud prevention: Internal auditors at Aji Group are essential in spotting and stopping fraudulent activity. In order to reduce the risk of fraud, they carefully scrutinize financial transactions, look for any inconsistencies or anomalies, and put in place workable solutions. Internal auditors provide a key contribution to upholding the organization's integrity and protecting its assets from theft by performing thorough audits and putting in place strong protections.
5. Financial reporting: Internal auditors at Aji Group provide thorough audit reports that contain their conclusions, suggestions, and areas for improvement. Key stakeholders, such as management, the board of directors, and other pertinent parties, are informed about these reports. Additionally, auditors successfully share their findings and recommendations with management through presentations and conversations. Internal auditors help the business in identifying areas for improvement and maintaining effective internal controls by delivering clear, succinct reports and participating in meaningful conversation.

3.4.7 Record-keeping

In order to ensure accurate and well-organized financial information, the accounting department at AJI Group keeps a variety of papers as part of its record-keeping obligations. These records provide a thorough account of the business's financial activities and are used to support the creation of financial statements, tax compliance, auditing, and decision-making procedures. The accounting department of an RMG firm like AJI Group frequently uses the following important record-keeping documents:

General Ledger	Cash Book	Sales Invoices
Subsidiary Ledgers	Payroll register	Purchase Invoices
Advance against expense Ledger	Advance against salary Ledger	Payment Vouchers
Fixed asset register	Expense Reports	Canceled orders recognition
Money receipt	Tax Records	Audit Reports
Per hour production register	Vat and tax deduction at source register	

Inventory tracking	Payments outstandings	
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3.4.7.1 General ledger

AJI Group maintains a general ledger that captures both cash and non-cash transactions. Within the organization, each division or project has its own general ledger book. For payments received or made in cash, as well as cash transactions, are automatically recorded in the general ledger book. Normally, the company's cash management system handles these transactions, assuring precise and fast updates to the general ledger.

On the other hand, The general ledger is separately updated for non-cash transactions, which involve assets, liabilities, revenues, or costs that do not really involve cash flow, utilizing journal vouchers. Using journal vouchers, organizations can keep track of non-cash activities like the purchase of assets, accruals, and depreciation. These transactions are meticulously tracked down and put into the proper general ledger accounts, resulting in thorough and precise financial records.

3.4.7.2 Subsidiary Ledgers

Subsidiary accounts that offer more specific information on particular sorts of transactions or accounts are known as subsidiary ledgers. Accounts payable and receivable subsidiary ledgers are kept up to date by AJI Group. These ledgers keep track of each client's and vendor's balances, making it easier to keep track of unpaid bills, payments, and vendor activities.

3.4.7.3 Advance against expense Ledger

A crucial instrument for controlling cash flow and allocating funds for anticipated costs is the "Advance against Expense" ledger. It gives AJI Group the ability to efficiently track and balance the advances, assuring correct use and lowering the chance of theft or improper use of money. When an advance is made, the recipient's name, the advance's purpose, the amount paid out, and the date are all noted in the ledger. This enables accurate accounting and recording of the given cash. The advance is compared to the actual expenditures as they are incurred. The ledger is updated to reflect the balance left after the advance has been used up. This helps to trace the use of the money and assures openness and accurate reporting of the outstanding advances.

3.4.7.4 Fixed asset register

The fixed asset register maintains the overall information of AJI group's fixed assets. The major fixed assets for the company are land, building, machineries and equipment etc. The fixed asset register keeps track of all fixed assets by taking into account their groups, subgroups, voucher numbers, dates, prices, depreciation and disposal.

3.4.7.5 Per hour production register

As mentioned earlier, each floor's per hour production is uploaded and maintained both manually and in excel. This register helps to keep track of the per hour production for the company. A pre established production target is already set for each floor and units and this register helps to keep track of the efficiency of production and whether the per-hour target is reached or not.

The following entries are made:

1. Recording Direct Labor Costs:

Work-in-Progress (WIP) Inventory: Debit

Direct Labor Expense: Credit

2. Recording Production Output:

Finished Goods Inventory (Asset account): Debit

Work-in-Progress (WIP) Inventory: Credit

3.4.7.6 Inventory tracking and cost management

The inventory tracking system is crucial for AJI groups. As their raw materials are cotton, yarn, jutes etc, it is important to keep track of the raw materials to ensure proper production methods are maintained. AJI follows the FIFO method for inventory. The first received products are first in line to production. To maintain the efficiency of this method and to avoid damages and extra cost, inventory tracking is used to ensure raw materials are in proper use. Additionally, inventory tracking helps the accounting department to properly calculate the Reorder point and not to lose production time on lead time, or face inventory stockout issues. This also helps to keep eye on the per unit cost for each product, which information is crucial for preparation of financial reports for later periods.

3.4.7.7 Cash book

A sophisticated computerized cash book system has been put in place by AJI Group to effectively record and keep track of all bank and cash transactions. This contemporary technology outperforms the capabilities of conventional cash books with a variety of features and advantages. It records through data on daily transactions, cash and bank balances, and accounts unique to departments or projects.

Payments, receipts, and transfers are the three basic transaction types included in the cash book. The accuracy and completeness of the cash and bank records are ensured by the rigorous documentation of each transaction. AJI Group is able to quickly produce a wide range of informative reports and registers using the computerized cash book. The accounts department at AJI Group meticulously performs daily reconciliations to protect the integrity of financial data by comparing the physical cash balance, which includes IOUs, with the total cash balance shown in the cash book. A monthly cross-verification of the bank balances shown in the bank register and the relevant bank statements is also done by the accountant. The accountant creates a bank reconciliation statement to quickly address any differences as they occur.

3.4.7.8 Payroll register

Payroll is one of the largest expenses occurring in the AJI group. With around 4000 employees, the company maintains a sophisticated payroll register to ensure smooth payouts. The HR and Accounts department plays a combined role in this. The role of HR is to provide the information of the nature, and duration of the employment, unwanted leaves and any change in terms of employment. Based on the data, the accounts department prepares a payroll sheet. The sheet contains;

Basic Salary	Conveyance
Overtime	Special allowance
Performance based Incentives	Medical allowance
Other applicable bonuses	Others

The deduction section includes:

Income Tax	Loans taken against salary/advanced salary
Unapproved Leaves	Others

The salary register is updated incase of any particular changes. Additionally, the accountants incharge of this department are notified of any changes in contracts of employment and update the sheet accordingly. Based on these informations, the accounts department projects the followings;

Salary Register	Advance salary adjustments
Income Tax deduction list	Department wise net salary paid

The salary information is crucial for the formulation of income statements as it is a major source of expense for the company.

3.4.7.9 Advance against salary Ledger

Each advance against salary is listed in the ledger along with specifics such as the employee's name, title, and amount advanced. It also includes any pertinent terms or conditions related to the return, as well as the date and purpose of the advance. Every time an employee receives a pay advance, the transaction is immediately entered into the ledger. The ledger makes sure that the right paperwork is done and assists in keeping accurate tabs on the unpaid advances for every employee.

The following entries are made:

1. Initial Recording of Advance:

Advance against Salary: Debit

Cash/Bank Account: Credit

2. Adjustment or Deduction from Salary:

Salary Expense: Debit

Advance against Salary: Credit

3. Reimbursement or Offset:

Advance against Salary: Debit

Cash/Bank Account: Credit

3.4.7.10 Expense Reports

Expense reports are used to correctly record and document all expenses for reimbursement or accounting objectives. As per accrual based accounting method, expenses are incurred as they occur and are documented immediately, regardless of the actual payment or reimbursement. Authorized people are expected to file an expenditure report as soon as they incur costs on the company's behalf. This report includes comprehensive information about the expenditures, such as the transaction date, the kind of expenditure, the amount expended, and any supporting records like invoices or receipts. Due to the company's adherence to the

accrual-based accounting technique, costs are matched to the relevant revenue or time period in which they happened, giving a more accurate picture of the company's financial performance and position. AJI Group can track and manage its spending trends by swiftly documenting all expenditures. With the use of this data, the business can analyze its spending patterns, spot opportunities for cost optimization or control, and make well-informed choices to increase its financial performance.

Additionally, fast and accurate expenditure reporting is essential for enabling efficient reimbursement procedures inside a business. Employees frequently have the right to repayment for costs incurred while executing corporate business. Employees offer a thorough account of the expenditures they have incurred by providing an expense report, together with any supporting materials like invoices or receipts. The authorized expenditure report is a vital piece of paper in the reimbursement procedure. It makes it possible for the finance or accounting department to examine the costs, confirm their legitimacy and adherence to corporate guidelines, and determine the proper reimbursement amount. The expense report acts as a reference for the employee and the firm, offering transparency in the reimbursement process and serving as a record of the expenditures incurred.

3.4.7.11 Tax Records - The financial year for taxation for any company operating in Bangladesh is July 1st to June 30th. Upon preparation of financial documents, tax calculation takes place and documents are prepared accordingly. The current tax rate for RMG factories that focus on exports is 12%, while it is 10% for green companies. There are various papers that are normally needed to correctly calculate and report taxes while creating financial paperwork for taxation purposes in Bangladesh. These documents include the data required to compute the appropriate tax rate and establish the taxable income. A few of the important documents are:

1. **Income Statement:** The company's revenues, costs, and net profit or loss for the fiscal year are summarized in the income statement, sometimes referred to as the profit and loss statement. It provides a foundation for calculating taxable income.
2. **Balance sheet:** An overview of the company's financial condition, including its assets, liabilities, and shareholders' equity, is given by the balance sheet. It aids in determining the company's solvency and financial stability.
3. **Cash Flow Statement:** The cash flow statement summarizes all of the cash that came in and went out throughout the fiscal year and divides it into three categories: operating, investing, and financing operations. It gives information on the company's financial position and aids in determining how well it can produce cash.
4. **Sales and Purchase Records:** To calculate the revenue and costs related to the company's activities, thorough records of sales and purchases are required. Invoices, sales receipts, purchase invoices, and payment vouchers should all be part of these records.
5. **Documentation of costs:** To support the validity of deductions and claims for tax reasons, supporting documentation for costs, including receipts, invoices, bills, and payment records, are kept.
6. **Payroll records -** These documents are in-depth records of employee salaries, earnings, benefits, and taxes deducted. Documents including pay registers, attendance logs, tax deduction statements (TDS), and social security contribution records are

included in this category.

7. Tax Return Form: The tax return form is a standardized document offered by the tax authorities of Bangladesh that calls for particular details on the financial operations, earnings, and deductions of the business. It is accurately filled out and submitted before the deadline, and preserved to settle any potential future disputes.
8. Additional documents - As mentioned earlier, The export focused RMG sector in Bangladesh enjoys a tax privilege of 12%, while the other sectors pay 30% tax. Additional documents have to be prepared, containing the government audit report, export details, vouchers and invoices, buyers and shipment details, and have to be submitted to the tax office to prove the company is indeed entitled to a 12% tax rate.

The accounting entries related to income tax are as follows:

- (1) When taxes are deducted from employees' salary:

Salary and benefits Dr

Income Tax payable Cr.

- (2) On payment of tax to the Government

Income Tax payable Dr

Bank /Cash Cr.

3.4.7.12 Invoices

Invoice documents are key to any business and AJI group has a large segment of accounts department focused on invoice tracking. As the company follows an accrual based accounting system, Invoices are issued at the time of transaction and kept for later perseverance. As AJI group is an RMG giant, they have thousands of suppliers and a massive customer base. To keep track of all transactions, timely invoicing is a must. Any invoice issued for received payments from the buyer in advance goes straight to the unearned revenue section, which falls under revenue only after the products are delivered. Until the goods are delivered or the services are provided, these sums are not immediately recorded as income but rather as a liability. The unearned revenue is reclassified as revenue after the items are delivered, representing the actual realization of the company's earnings.

The following entries are made:

1. Initial Receipt of Payment:

Cash/Bank Account: Debit

Unearned Revenue: Credit

2. Revenue Recognition:

Unearned Revenue: Debit

Revenue: Credit

3. Cost of Goods Sold:

Cost of Goods Sold: Debit

Inventory: Credit

On the other side, the accounts payable department processes supplier invoices that need to be paid. These bills serve as the business's representation of its obligations to suppliers for the products or services acquired. The team in charge of accounts payable checks the invoices for correctness, compares them to the relevant purchase orders or delivery receipts, and makes sure that the due dates are honored. When the payment is made and transactions are finally complete, the invoice amount is then recorded in the correct expenditure category, such as cost of goods sold or other expenses. This facilitates precise cost tracking and reporting for the business, which supports efficient financial management.

The following entries are made:

1. Purchase of Goods or Services

Purchases/Expenses: Debit

Accounts Payable: Credit

2. Recognition of Supplier Invoices:

Accounts Payable: Debit

Supplier Invoices: Credit

3. Payment of Accounts Payable:

Accounts Payable: Debit

Cash/Bank Account: Credit

3.4.7.13 Canceled orders recognition

As a company operating in the RMG sector, every now and then, buyers tend to refuse a lot due to the products not meeting their criteria, defects, or being damaged in transit. These orders are primarily recorded at the “return from customer” section. The entire lot is then

inspected again, and defects are discarded. The products sent back to the customer, if received, are inscribed at sales, and the discarded products are then enlisted in the “sales return” segment. This section is a contra-sales account for the company. If the company later is able to sell these products as jutes or defects at lower price, the price of the sales account is maintained separately in company books. Otherwise, the entire lot is enlisted as a contra-sales account.

The following entries are made:

1. Recognition of Sales Return:

Sales Returns and Allowances: Debit

Accounts Receivable or Sales Revenue: Credit

2. Restoration of Inventory:

Inventory: Debit

Cost of Goods Sold: Credit

3.4.7.14 Audit Reports

AJI group has auditors of four segments continuously auditing the company to maintain industry standards.

1. Government audit - Government audits are conducted every now and then to understand if the company meets following criterias

Compliance with labor laws	Employment practices	Child labor prevention	Occupational safety
Environmental regulations	Building safety and structural integrity	Fire safety measures	Wage and benefits compliance
Social compliance	Tax compliance	Customs and trade compliance	Financial transparency

Government audit reports are crucial for the company to consider and act accordingly in an immediate manner.

2. Audit by Buyers - Buyer audits are a requirement of Aji Group's business practices. Customers or their agents perform buyer audits to assess the supplier's capacity to adhere to predetermined criteria and requirements. The key aspects of buyers audit are:

Quality control	Worker Safety and regulations
Compliance with industry regulations	Infrastructural safety and fire prevention
Supply Chain Management	Documentation and Record-Keeping

3. Internal audit - The internal auditors of the company are responsible for sustaining the control environment, inventory invigilation, and maintaining standardizations of all units combined. The following documents are maintained for such purpose:

1. Internal Audit Charter - The Internal Audit Charter describes the mandate, scope, and duties of the internal audit function within the Aji Group. It gives a clear grasp of the goals and parameters of the internal audit.
2. Audit plans - Internal auditors formulate yearly audit plans that specify the topics and procedures that will be examined. These plans act as a road map for carrying out audits and aid in allocating audit resources in a prioritized manner.
3. Maintaining documents from other 3 auditor - Internal auditors maintain documentations and audit reports from government, buyer and independent auditor to establish the necessary corrective actions whereas needed.
4. Documents Relating to Risk Assessments: Internal auditors are required to keep track of risk assessments performed inside the Aji Group. These publications list the dangers that have been recognized, their possible effects, and the safeguards put in place to lessen them.
5. Consolidated papers for audits: As AJI has many units and sister concerns, consolidated papers provide in-depth documentation of audit techniques, results, and conclusions for the entire company along with its sister concerns. These documents enhance the correctness and dependability of the audit report by offering proof of the audit work that was done.

4. Independent auditor - The independent auditor for the company is Pinaki and Company, one of the oldest CA Firms in Bangladesh.

3.5 Conclusion

In conclusion, The actions done by AJI Group, as outlined throughout the report, show their dedication to upholding effective and efficient accounting processes within the RMG sector. The business's focus on accrual-based accounting, invoicing management, inventory control, cash and bank transaction management, internal audit, and compliance demonstrates its commitment to financial honesty and openness

to their clients.

The use of automated technologies by the corporation, such as the cash book, streamlines its financial procedures and makes it possible for prompt and accurate reporting of cash and bank transactions. Additionally, using accounting programs like Tally and EKP makes recording easier and contributes to maintaining reliable documentation. Their dedication to risk mitigation, pinpointing areas for improvement, and upholding compliance with legal, statutory, and regulatory requirements is further strengthened by the internal audit department.

The AJI Group internship broadened my understanding of the practical applications of accounting in the setting of an RMG organization. Without a doubt, the skills I obtained from this internship will help me advance professionally in the accounting industry and lay a strong basis for my future career.

3.6 Limitations and recommendations

This report is based on both primary and secondary data gathered from the organization's documents and my internship supervisor. Although this report was done to uphold the utmost details possible on the accounts department, there are certain limitations.

1. Time-frame of internship - The timeframe of my internship was only 90 days. To understand such a massive company's operation in such a short time is somewhat insurmountable. Thus, the report may not include all operational activities.
2. Disclosure - As mentioned previously, AJI group is a privately owned company. Thus, they are not liable to disclose their financial activities. As a result, I had to confine myself within the activities taken by the accounts department, rather than doing any financial analyses on their performance.
3. Job role - I was not a full time employee for the company. My job role as an intern limited myself to be exposed to further financial information and activities of the company.

Recommendation for future research:

1. Border timeline - To understand such a massive company's operation, a broader timeline than 90 days is required to fully comprehend all activities of the accounts department.
2. Departmental connection - Limited exposure to other departments made it tough to source data. A close connection between all departments can be established to understand the operational procedures of the departments.

Appendix

AJI-GROUP HOURLY PRODUCTION REPORT

HOURLY REPORT DATE: 16/06/2023

1ST BUILDING											2ND BUILDING																					
LINE NO	BUYER	ORDER NO	TGT	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH	TOTAL	FLOOR	LINE NO	BUYER	ORDER NO	TGT	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH	TOTAL		
AJI											2ND BUILDING																					
1	WIP	12554	100	100	110										POLO-1	1	WIP	12554	100	50	40	60	90	120	120							
2	WIP	12554	100	100	110											2	WIP	12554	100	120	110	130	120	120	120							
3	WIP	12554	100	100	110											3	WIP	12554	100	20	70	70	70	70	70							
4	WIP	12554	100	100	110											4	WIP	12554	100	10	120	120	120	120	120							
5	WIP	12554	100	100	110											5	WIP	12554	100	10	120	120	120	120	120							
6	WIP	12554	100	100	110											6	WIP	12554	100	10	120	120	120	120	120							
7	WIP	12554	100	100	110											7	WIP	12554	100	10	120	120	120	120	120							
8	WIP	12554	100	100	110											8	WIP	12554	100	10	120	120	120	120	120							
TOTAL											TOTAL																					
1	WIP	12554	100	100	110										1	WIP	12554	100	110	110	110	110	110	110								
2	WIP	12554	100	100	110										2	WIP	12554	100	110	110	110	110	110	110								
3	WIP	12554	100	100	110										3	WIP	12554	100	110	110	110	110	110	110								
4	WIP	12554	100	100	110										4	WIP	12554	100	110	110	110	110	110	110								
5	WIP	12554	100	100	110										5	WIP	12554	100	110	110	110	110	110	110								
6	WIP	12554	100	100	110										6	WIP	12554	100	110	110	110	110	110	110								
7	WIP	12554	100	100	110										7	WIP	12554	100	110	110	110	110	110	110								
8	WIP	12554	100	100	110										8	WIP	12554	100	110	110	110	110	110	110								
TOTAL											TOTAL																					
1	WIP	12554	100	100	110										1	WIP	12554	100	110	110	110	110	110	110								
2	WIP	12554	100	100	110										2	WIP	12554	100	110	110	110	110	110	110								
3	WIP	12554	100	100	110										3	WIP	12554	100	110	110	110	110	110	110								
4	WIP	12554	100	100	110										4	WIP	12554	100	110	110	110	110	110	110								
5	WIP	12554	100	100	110										5	WIP	12554	100	110	110	110	110	110	110								
6	WIP	12554	100	100	110										6	WIP	12554	100	110	110	110	110	110	110								
7	WIP	12554	100	100	110										7	WIP	12554	100	110	110	110	110	110	110								
8	WIP	12554	100	100	110										8	WIP	12554	100	110	110	110	110	110	110								
TOTAL											TOTAL																					

01	ISO 9001:2008	  
02	WRAP-Gold	
03	BSCI	
04	SEDEX	
05	OEKO-TEX (Textile & Garments)	

TOPSON DOWNS Style : T040986C Development Style Additional Images

Description : SNAP FRONT SWEATSHIRT

Tech Designer : : 24SPRING

Season : 08 - MENS

Category : EMILY WATSON

Sourcing : DEVELOPMENT

Division : 08 - MENS

Designer : EMILY WATSON

Stage : DEVELOPMENT

LOWER SEPERATE FUSED PLACKET AT CF OPENING EDGES (01) 5/8" EDGE STITCH AT ALL SIDES (02) SHAPING UNDER FUSED PLACKET FACING (01) 5/8" STS AND EDGE CF 0.25" STS AT BASE. IF INNER BOTTOM OF PLACKET IS CLEAN CUSIAL FUSE PATCH AT INSIDE BOTTOM TO REINFORCE CORNERS

PLACKET CONSTRUCTION

2-PLY BLOCK FUSED CONTRAST COLLAR (01) 0.25" STS ALONG COLLAR LEAF, SANDWICH COLLAR ONTO BODY, (01) 5/8" EDGE STITCH AT COLLAR-BODICE JOIN SEAM

FREE K CONTRAST COLOR BLOCK PANELS (14) 4-TH JOIN SEAMS

EASE THE BODICE INTO THE RIB WAISTBAND WITH BOTTOM EDGE ON FOLD. SIDE SEAMS AT BOTH SIDES OF RIB W/L (514) OVERLOCK AT JOIN SEAM, PRESS SEAM ALLOWANCE UP TOWARD NECK

EASE SLEEVE INTO THE RIB CUFF BAND WITH BOTTOM CUFF EDGE ON FOLD. (514) OVERLOCK AT JOIN SEAM, PRESS SEAM ALLOWANCE UP TOWARD ARMHOLE

*** ALL INTERNAL SEAMS ARE (514) 4-THREAD OVERLOCKED JOIN UNLESS SPECIFIED. ***

SELF CONTRAST

TOPSON DOWNS Style : T040986 Development Style Additional Images

Description : SNAP FRONT SWEATSHIRT

Tech Designer : : 24SPRING

Season : 08 - MENS

Category : EMILY WATSON

Sourcing : DEVELOPMENT

Division : 08 - MENS

Designer : EMILY WATSON

Stage : DEVELOPMENT

LOWER SEPERATE FUSED PLACKET AT CF OPENING EDGES (01) 5/8" EDGE STITCH AT ALL SIDES (02) SHAPING UNDER FUSED PLACKET FACING (01) 5/8" STS AND EDGE CF 0.25" STS AT BASE. IF INNER BOTTOM OF PLACKET IS CLEAN CUSIAL FUSE PATCH AT INSIDE BOTTOM TO REINFORCE CORNERS

PLACKET CONSTRUCTION

2-PLY BLOCK FUSED CONTRAST COLLAR (01) 0.25" STS ALONG COLLAR LEAF, SANDWICH COLLAR ONTO BODY, (01) 5/8" EDGE STITCH AT COLLAR-BODICE JOIN SEAM

EASE THE BODICE INTO THE RIB WAISTBAND WITH BOTTOM EDGE ON FOLD. SIDE SEAMS AT BOTH SIDES OF RIB W/L (514) OVERLOCK AT JOIN SEAM, PRESS SEAM ALLOWANCE UP TOWARD NECK

EASE SLEEVE INTO THE RIB CUFF BAND WITH BOTTOM CUFF EDGE ON FOLD. (514) OVERLOCK AT JOIN SEAM, PRESS SEAM ALLOWANCE UP TOWARD ARMHOLE

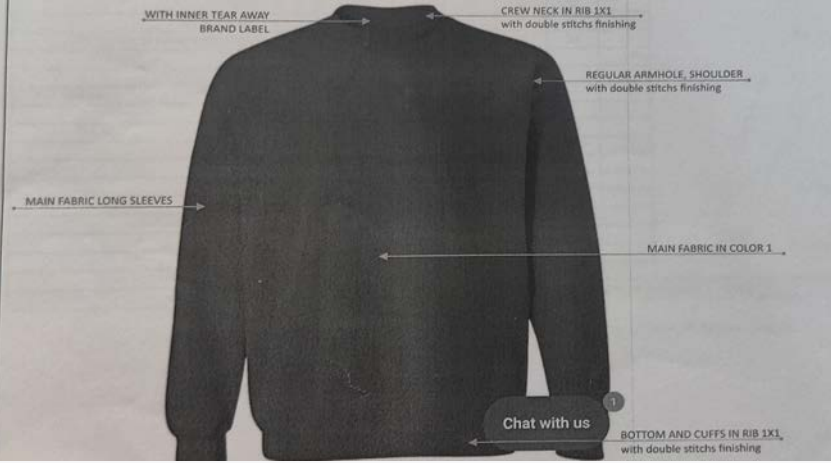
*** ALL INTERNAL SEAMS ARE (514) 4-THREAD OVERLOCKED JOIN UNLESS SPECIFIED. ***

SELF CONTRAST

STYLE	SWEATSHIRT printers	DATE	5/17/2023
TO QUOTE		SAMPLE SIZE	M
		DESIGNER	Andrea

COMPOSITION 1	60% cotton 40% polyester fleece fabric - 20 singles - fabric weight 270 - 280 gsm
COMPOSITION 2	100% cotton fleece fabric - 20 singles - fabric weight 270 - 280 gsm
DETAILS	72 pcs PER BOX / EACH PIECE WITHOUT INDIVIDUAL POLYBAG
QTY	TOTAL: 200.000 pcs per month (all year)

STYLE PICTURE



SUMMARY (MONTH OF MAY)

DATE : 03-MAY'2023

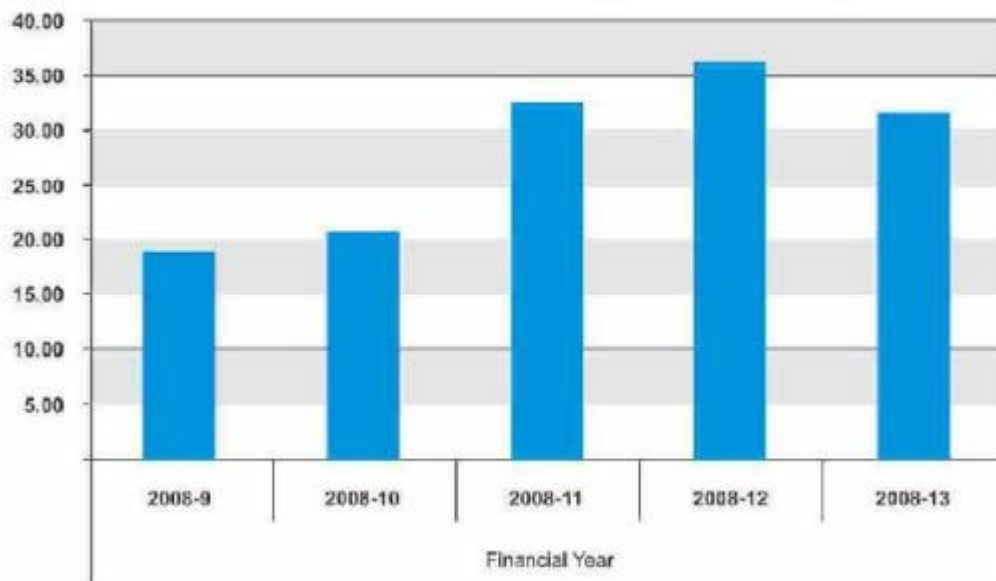
BUYER	BUILDING			TOTAL
	01	02	03	
BAYCITY LIDL	237667	0	0	237667
KENNETH COLE	38004	0	0	38004 -
BLUE BANANA	68064	0	0	68064 -
SPECSAVER *	5500	0	0	5500
VARTEX	35136	0	0	35136
TEX KAPPA	135149	0	0	135149
SPRINGFIELD	103899	200000	0	303899
CHIEMSEE	0	100000	0	100000
NORMA / Uncle Sam	0	71912	0	71912
NEW YORKER *	0	61500	0	61500
WALMART	0	180300	0	180300
NOXIT	686056	207007	893920	1786983
BAYCITY LIDL	0	0	221923	221923
MYNTRA	0	0	16535	16535
KAPPA GERMANY	0	0	128150	128150
NADINE SCHROEDER	0	0	22570	22570
8000 RIL STOCK	0	0	34200	34200
TOTAL	1309475	820719	1317298	3447492

Annual Turn Over:

AJI GROUP TOTAL TURN OVER \$ 54.37 MILLION

Company Name	Unit / Plant Name	Million
AJI Apparels Industry Ltd.		
	Garment Unit	6.80
FRM Fashion House Ltd.		
	Garment Unit	8.73
Polo Composite Knit Industry Ltd.		
	Knitting and Dyeing Unit	17.50
	Printing Unit	0.36
	Embroidery Unit	0.42
	Garment	14.20
	Washing	0.18
	Flat bed Printing	6.00
	Washing	0.18
Total Turn Over		54.37

Annual Turnover (in Mill US \$)



LINE FEEDING PLAN 02/03/2023
 BUYER: WALMART
 P.P. Meeting = 07/03/23
 09/09/23
 SHARKS

LINE NO	BUYER	MONTH	MERCHA NUMBER	STYLE	ITEM	FAB REF	Q. QTY	FACTORY QTY	SNP DATE	TARGET	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL PCT											
P-01	WALMART	08/23	ML KAMAL	MEH01027808	SHORTS (2ND SHIP)	1923	158400	158400	08/02	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300												
P-02	WALMART	08/23	ML KAMAL	MEH01027808	SHORTS (1ST SHIP)	1923	52160	52160	08/02	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300												
P-03	WALMART	08/23	ML KAMAL	MEH01027808	SHORTS (1ST SHIP)	1923	163200	163200	08/02	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300												
TOTAL TARGET (SHORTS / 1ST SHIP)											1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300			
TOTAL ACHIEVE (SHORTS / 1ST SHIP)											0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL VAR (SHORTS / 1ST SHIP)											1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300
P-01	WALMART	08/23	ML KAMAL	MEH01027808	SHORTS (2ND SHIP)	1923	158400	158400	08/02	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300											
P-01	WALMART	08/23	ML KAMAL	MEH01027808	SHORTS (2ND SHIP)	1923	52160	52160	08/02	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300											
P-02	WALMART	08/23	ML KAMAL	MEH01027808	SHORTS (2ND SHIP)	1923	163200	163200	08/02	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300										
TOTAL TARGET (SHORTS / 2ND SHIP)											1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300		
TOTAL ACHIEVE (SHORTS / 2ND SHIP)											0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL VAR (SHORTS / 2ND SHIP)											1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300	1300

Handwritten notes: 11449 4.874 271-111 P.S. 159906-1000 Slip out

BUYER	ORDER QTY.	GREY QTY.	YARN RCV QTY.	YARN RCV BALANCE	KNITTING QTY.	KNITTING BAL.	TODAY DYING	DYEING QTY.	DYEING BALANCE	FINISH FABRIC REQ QTY.	TODAY FABRIC DELIVERY	FABRIC FINISH QTY.	FABRIC FINISH DELIVERY QTY.	FABRIC FINISH BALANCE QTY.	REMARKS
WALMART	633885	579618	586000	-13818	529898	-49720	3329	484445	-95173	518812	2166	379254	379254	-139558	
S.FIELD	455307	231691	232425	735	201262	-30429	972	185768	-45923	205420	3028	147169	147169	-58251	
LIDL BAYCITY	358044	108248	102423	-5825	98105	-10143	2643	84659	-23589	97406	2116	69876	69876	-23137	
NOXIT	1125254	155821	155821	0	153010	-2811	4886	128982	-26840	140472	2847	95349	95349	-45123	
VERTEX(2nd priority)	50274	25172	25172	0	20579	-4593	0	0	-25172	22987	0	0	0	-22987	
TEX KAPPA	43452	15925	15925	0	15925	0	1183	8962	-6963	14170	35	5786	5786	-8384	
G.PARK	30000	9452	9452	0	9452	0	0	3636	-5816	8911	0	1210	1210	-7701	
NEW YORER	295400	95737	72475	-23262	71453	-24284	1309	58807	-36930	85509	1124	45181	45181	-40328	
UNCLE SAM	56444	16820	17130	310	16832	12	497	17490	670	15050	1282	13222	13222	-1828	
KAPPA GERMANY	127600	9598	9598	0	9598	0	0	9450	-148	8494	0	8477	8477	-17	
CHIEMSEE	100000	50768	50768	0	50768	0	0	48880	-1888	46533	426	41978	41978	-4555	
BLUE BANANA	68138	66263	66263	0	69437	3174	100	75795	9531	60719	228	62357	62357	1638	
RAJAN	34200	16070	16070	0	16070	0	697	7602	-8468	14488	167	6640	6640	-7848	
TOTAL	3377998	1381183	1339523	-41660	1262388	-118795	15616	1114475	-266708	1238970	13726	876499	876499	-358077	

Manpower Strength

Company Name	Total Strength	Management Staff	Mid Manag. Staff	Worker
AJI Apparels Industry Ltd.	635	5	83	547
FRM Fashion House Ltd.	527	4	77	446
POLO Composite Knit Ind. Ltd.	1951	15	254	1682
POLO Embroidery Unit	225	3	26	196
POLO Printing Unit	117	3	33	91
POLO Dyeing Plant	453	4	57	392
POLO Knitting Unit	299	3	37	259
POLO Flat Bed Printing Unit	201	3	29	169
POLO Washing Plant	42	1	7	34
Grand Total	4450	41	593	3816

Name of the UNITS:

AJI Apparels Industry Limited	
FRM Fashion House Limited	
AB Knit Industry Ltd.	
Polo Composite Knit Industry Limited	
Polo Knitting Unit	
Polo Dyeing Plant (Tubueler & Open end)	
Polo Flat Bed Print Unit	
Polo Washing Plant	
Polo Screen Printing Unit	
Polo Embroidery Unit	

