An Internship Report on Overall Activities of Mumu & Nahiyan Trading.

Submitted to:

Department of Business Administration
Sonargaon University.
Dhaka-1215

Submitted by:

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ID: BBA1903018057
Program: BBA (Major in Accounting)
Semester: Summer-2023

Sonargaon University

Submitted for the partial fulfillment requirement of the degree of Bachelor of Business Administration

Date of Submission: 05 September, 2023

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Submitted to:
Md. Masud Rana
Assistant Professor & Head
Department of Business Administration
Sonargaon University.

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Letter of Transmittal

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To,
Md. Masud Rana
Assistant Professor & Head
Department of Business Administration
Sonagaon University.

Subject: Submission of Internship Report on "Overall Activities of Mumu & Nahiyan Trading"

Dear Sir,

With great pleasure, I am submitting my internship report on "**Overall Activities of Mumu & Nahiyan Trading**". in perspective on my 3 months' internship period at Mumu & Nahiyan Trading, Elephant Road, Dhaka. This archive has been submitted as an imperative essential of the BBA educational programs.

I have watched the investigate be genuinely empowering, supportive and canny. I've attempted my stage quality to set up an amazing and tenable report. I am believing you'll discover this report the significance of the majority of the work I've put in it. I welcome your entire question and contribute heavily to answer them.

Thanking for your sincere and co-operation.

Sincerely yours,

_____
Sohely Akter Rojoni
ID: BBA1903018057
Major: Accounting
Program: BBA
Department of Business Administration,
Sonargaon University.

Supervisor's Certificate

This report, entitled "**Overall Activities of Mumu & Nahiyan Trading**" confirmed by **Sohely Akter Rojoni, ID: BBA1903018057**, Program BBA, Department of Business Administration, Sonargaon University, I am delighted with my international observation and direction. Supposedly, this is a unique work, which was not distributed to a diary or submitted to any establishment or department for a degree or confirmation.

The report is recommended for submission.

_____

Md. Masud Rana
Assistant Professor & Head,
Department of Business Administration
Sonargaon University.

Student's Declaration

I thusly proclaim that the undertaking paper entitled **"Overall Activities of Mumu & Nahiyan Trading"** submitted to Sonargaon University, is a record of a unique work done by me under the guidance of **Md Masud Rana, Assistant Professor & Head**, Department of Business Administration, Sonargaon University and this report work is submitted in the halfway satisfaction of the prerequisite for the honor of the course of BBA from Sonargaon University. I further proclaim that the work revealed in this undertaking has not been submitted and won't be submitted, either to some extent or full, for the honor of some other course in this organization or some other establishment or university.

_____

Sohely Akter Rojoni
ID: BBA1903018057
Major: Accounting
Program: BBA
Department of Business Administration,
Sonargaon University.

Acknowledgment

By Allah Almighty's grace I've successfully completed the "**Overall Activity of Mumu & Nahiyan Trading**" project report.

First, I want to offer my sincere gratitude to my consultant, **Md Masud Rana**, Assistant Professor, for his patience, drive and immense knowledge in continuous support of my study and related projects. His guidance helped me throughout this project's study and writing. I couldn't imagine a better project consultant and mentor.

Beside my Advisor, I am highly indebted to Mumu & Nahiyan Trading for their guidance and constant supervision as well as for providing necessary information regarding the project & also for their support in completing the project.

I want to express my gratitude for their kind cooperation and encouragement in the completion of this project to my parents and Mumu & Nahiyan Trading.

I would like to thank industry people and express my special gratitude for their care and time for me. I also want to explicit my thank you and gratitude to my colleague who has helped me with their capability in developing the assignment.

In this report, I have made efforts. However, without the kind support and support of many individuals and organizations, this would not have been possible. I want to extend to all of them my heartfelt thanks.

Executive Summary

The internship program is a pre-requisite for a undergraduate degree in BBA. A homeroom exchange alone cannot be a secret sacred in taking care of real business situations; In this way, it is an open door for Undertreat to collect data about the specialist's work area through this program. A report for college and association prerequisites must work. The main topic of the report is "Overall Activities of Mumu & Nahiyan Trading."

Case Concern Limited The initial inspiration for this report regarding Apparel and Fashions Limited has been very clear in the report. Mumu & Nahiyan Trading is one of the premier gatherings of the Bangladesh Garments industry. With an enormous Processing Plant Here in this era Bangladesh is rich in the RMG region, where the department has great promise that the annual rental payments of the garment division are driven from two sources: one is a piece of clothing and the other is a piece of clothing. The company makes Gents shirts, pants, shirts, pants, and others Sea, like and for European countries. Clothing items to create a quality article using thecutting edge of the instruments.

They additionally add new hardware to expand its generation line. An important aspect of them is to benefit from expansion. The clothing industry article maintains a decent relationship with the buyer. Their policy approach to dedication and duty support. The Merchandiser Group is quite productive and well-versed in their operations. The report is set up on "Overall Activities."

Enterprises at Bangladesh, where my focus is on customer satisfaction level, item quality, and RMG.

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Chapter-1

Introduction

1.1 Introduction

RMG (Ready Made Garments) is significant and accommodating for Bangladesh. Bangladesh has risen as a key player in instant articles of clothing since 1977. About 85% of fare income for Bangladesh is material and attire, of which 75% originates from the article of clothing segment which spreads weave and sew shirts, pullovers, pants, skirts, shirts, coats, sweater sportswear, and a lot increasingly easygoing and chic apparel. The division at present utilizes around 1.5 million or more laborers, generally ladies who originate from oppressed social classes.

1.2 Background of the study

I am a Intern at Mumu & Nahiyan Trading. Which has created my internship report on 100% Export-Free Woven Garment Industry and Mumu & Nahiyan Trading. I went to practically all divisions to comprehend the entire procedure of working and to discover exercises, plans and numerous different things to keep doing an internship learn at Mumu & Nahiyan Trading.

1.3 Significance of the study

I finished this report from all parts of the RMG region, for instance, marketing office, business division, fabricating division, store network division, HR division, consistence division, and BGMEA, BKMEA and fare advancement department, yarn provider, texture provider, Chittagong port, protection. The organization, a delivery organization. So closing this report, I get a general thought of the general RMG part which creates more significant data than any book. In the setting, I purposely tried this thing to tell you about it.

1.4 Objective of the study

Objective means purpose of the report. The objectives of this report are as follows-

- ❖ To know insight concerning the RMG sector
- ❖ To think about the specialized procedure and the executive's procedure in the clothing business
- ❖ To dissect the explanation for the ongoing work turmoil in BD.
- ❖ To find out the problems and make recommendation based on problems.

1.5 Methodology of the study

Methodology Research explains how we go through all the research process and how I proceed. Include steps to manage the report here, and an explanation of the data sources.

- Factories.
- Book discussions
- Class Internet Class
- Lectures
- Library
- Annual Report
- What I see as practical in my internship program is collecting information.
- Practical to my practical knowledge, what I did was practical.
- To comment on the project, we need to understand the entire project.

1.6 Scope of the study:

This report includes organizational overview, management and organizational structure and key functional areas, services. It also covers the current state of the merchandising activities, the management process, the challenges for Mumu & Nahiyan Trading, the various production andmanagement team operations.

1.7 Limitation of the study:

Notwithstanding, I have truly gotten the help and backing from the staff at Mumu & Nahiyan Trading. I have experienced numerous issues finishing the Internship Program report. It is hard for me to enter every one of the classifications to gather data because every office has its clandestine technique and procedure to take a shot at.

Problems that I have faced for preparing this report are:

- I didn't get modern data about the sector.
- Time limitation is one of the significant impediments of completing the venture in a limited time.
- A portion of the information and data are profoundly secret for any organization. Thus, it couldn't reveal for clear reasons, which could be especially helpful.

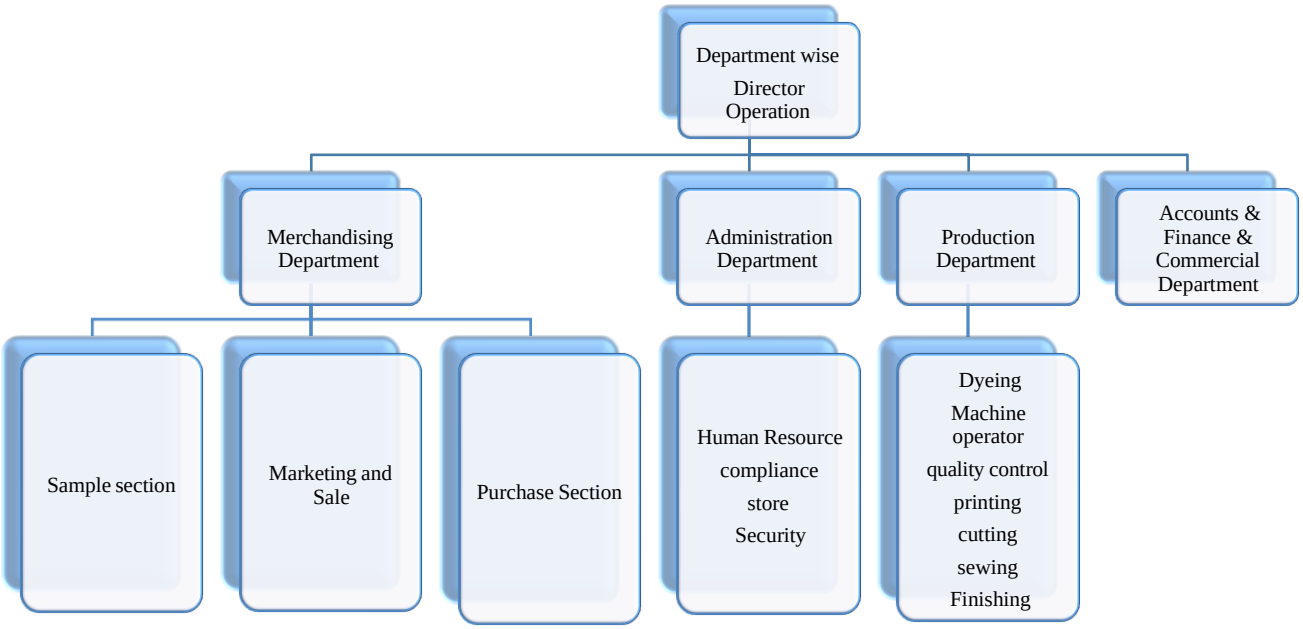
Chapter-2
Company Background

2.1 Brief History Of Mumu & Nahiyan Trading-

During the year, Executive Sheikh Mohin started an adventure in the Elephant Road region with 5 machines. It was relocated to Dhanmondi due to its consolidated office. At that time, one of the leading pioneers of a garment factory in Bangladesh, as well as one of the 5th factory free novice earning factories with each representative and worker. Similarly, it is a major unit with a washing plant in Bangladesh. Mr. Wasim Rahman took over as the Managing Director for launching the second solidarity of development in 27 years and after taking over the task of acquiring five more-line generating units in Gazipur, his first expansion initiative was to expand the present name of this company, the new Sashing unit from mid-2020 As seen in Beginning, the reason for the best integration in the class office is Cre Esana was based on values along the lines of fat.

Today Mumu & Nahiyan operates from its two production units, ideally using a ready and deeply energetic representative of 25 generation lines and a staff of about 5,000 Mumu & Nahiyan Trading has the ability to deliver approximately $53 million and 75,000 in annual turnover. Not only does the organization conform to the COC requirement, moreover, it complies with and maintains an enhanced need for generation and social obligation.

2.2 Organizational Organogram



2.3 Mission & Vision of the Organization

Mission

"Strategic planning begins with a clearly defined pre-defined path as a planning mission. In another way "a mission describes the core functioning of the organization in society in terms of products and services produced for its customers".

A clear business mission should have each of the following elements:

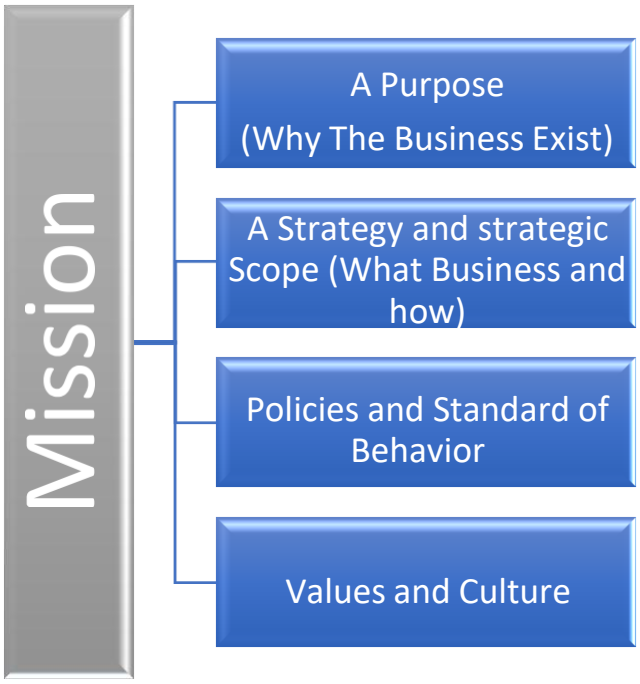


Figure: Factors Affecting Mission of the Organization

Mission Statement of Knit Concern Limited-

Setting an example of responsible and efficient operations focused on value creation. Putting it under responsibility is the goal of the organization in the long run, in addition to being the best-garments in the industry.

- Accountability to the customer
- Accountability to collaborative partners
- Accountability to the community and the environment

Vision:

Vision gives the avocation of conduct and, thusly, applies a critical effect on advertising choices.
Exercises are supported by a lot of dreams that all businessmen are approached to regard:

- They are the client's in front of the rest of the competition
- They are experts
- They regard one another
- They fill in as a group
- They are focused on nonstop improvement.

2.4 Commitment to the environment

Mumu & Nahiyan Trading is focused on protecting a solid and contamination-free condition. It has a profoundly proficient waste assortment and transfer framework. To decrease air contamination by extricating gas from motor generators, it keeps up a costly plant that utilizations fumes gas to produce steam for the cooling unit. The above measures not just assist keep with watering and air contamination-free yet additionally help with the expense of water treatment and air control. This organization utilizes just sans azo colors and is committed to guaranteeing a sound and naturally amicable condition.

2.5 Social Compliances- Code of Conduct-

Mumu & Nahiyan Trading is a responsible clothing manufacturer and icon in the internationally established code, spirit, and practice of social responsibility and ethical business practices. It recognizes and respects cultural differences and appoints individuals on the basis of their ability to work. We identify and work with suppliers and buyers who comply with local laws

as individuals and in the conduct of their business, and have consistent ethical standards. The following are the basics of the various parameters involved in the code of conduct-

- Ethical Trading Initiative
- Global Sourcing Principles of Key Customers
- ILO Conventions
- Local Legislation

2.5.1 HR Policies-

Mumu & Nahiyan Trading was not the first to implement the Labor Act of October 2006, nor was it one of many production lines. Week after week one day away from work. Sound and safe workplace. No barrier work, no kid allowed to do chores. Workers reserve the option to refuseextra time. Workers reserve the privilege of forming associations.

2.5.2 Medical Services-

They have a well-established medical clinic with 4 beds, 4 physicians and 1 qualified diploma nurse. They offer free treatment and medicines during work. The company sometimes incurs full treatment costs, including hospital charges.

2.5.3 Fire Protection-

The factory has a fire brigade team, about 40% of the staff is well trained, credentials on fire protection, and the factory is well equipped.

Responsible Team-

- Leader of the firefighting team
- Welfare officer
- Head of the maintenance department.
- Head of the security department.

2.5.4 Maternity Facility

According to Labor Law Act Bangladesh 2006 they are giving maternity facility to all female employee.

2.5.5 Child Care Unit

They have childcare units for all employees, including players for the play area and special washrooms. They provide them with nutritious food. Two full-time care workers take care of these children during their full work.

2.6 Corporate Strategy

The chamber gives an assortment of administrations (training, arranging, social work, clearing, and so forth.) however corporate issues are required in a few issues. These incorporate equity, best practices, open execution announcing, resident boards and vital issues, for example, shelter searchers and displaced people.

As a rule, the CEO has the obligation of giving corporate strategy and key administration to the CEO as the gathering's main approach consultant. Some of the time singular administrations are mentioned to lead in pertinent issues. For instance, the Council's Social Work Service is an organization with the Local Health Board in light of the Government's joint future activities.

The CEO's corporate arrangement unit has the duty of driving various key strategy regions; Develops pertinent systems to deal with huge approach issues and supports both senior chosen individuals and the gathering's corporate supervisory group.

2.7 Motivational Techniques and Training

Motivation is a psychological trait that encourages an organism to act toward a desired goal and to control and maintain certain goal-directed behaviors. If the textile and garment sub-sector industries in Bangladesh are to achieve world-class production standards, the problems of collision and low productivity need to be addressed by consultants through a structured training program related to each level of the organization's staff.

Most training is not introduced in the garment manufacturing and textile industries. (Training and vocational education) All companies generally recognize the importance of skilled sewing machine operators and other skills, especially cutting and pressing training. Training of operators is performed on the production line and they are taught basic skills in only one type of machine. There is no structured program that involves the training of different machines, achieving appropriate quality standards and output goals. Likewise, those who received the training did not train on their own.

Even so, management body training is essential for effective environment and productivity. There is a belief that as someone begins to learn by doing their own thing, most employees will not come out of nowhere and will start to learn slowly later so that the frequency of mistakes is higher. Counselors find a few companies during the selection process using a formal recruitment policy or formal staffing test.

2.8 Human Resource Management-

The Human Resources and Compliance Division team of Mumu & Nahiyan Trading. The department, equipped with well-trained and experienced staff from both home and abroad, has laid down all the necessary policies, guidelines, standard operating procedures (SOPs), job descriptions, training materials, code of conduct that are in line with the continuous development of human resources. To accept

- Available and unavailable benefits and opportunities for employees.
- Conditions such as working conditions, physical infrastructure, accommodation and hostels, leisure and recreation facilities, etc.
- The agency recognizes an entirely different type of employer that employees also spend their earnest and earnest efforts on every step, from picking cotton to RMG transportation.

2.8.1 Distinctive Training offered by the HR branch of the organization

- Supervisory management training
- Operator instructor training
- Operator flexibility training
- Recruitment / selection training
- Technical / mechanic training
- Training of Industrial Engineers

2.8.2 Corporate Social Responsibility-

Known as corporate social responsibility (CSR), corporate responsibility, corporate citizenship, responsible business, sustainable responsible business (SRB) or corporate social functioning, it is a form of corporate self-control that has been integrated into the business model. Ideally, the CSR policy would serve as an intrinsic, self-regulating mechanism whereby business would monitor and confirm its compliance with the law, ethical standards, and international standards. A business environment will be responsible for the impact of their activities on all members of the field, consumers, employees, communities, stakeholders and the public. Accordingly, this business will promote the public consciousness by voluntarily excluding strategies that promote the growth and development of the public interest in the public interest, and without harm to the public sector. Essentially, CSR is about deliberately

incorporating the public interest in corporate decision making and honoring a triple bottom line: people, planets, and profits.

Mumu & Nahiyan Trading is an established company and has some responsibilities of its own and in textiles dealing with the poorer and larger population of our country, their sincere responsibility is to maintain these activities not just for marketing but for helping the society to promote.

Social awareness and education

The work is changing between corporate assistants to do a whole lot of pushing the enterprise. Investors and practitioners themselves are pushing companies to work reliably through socially-minded initiatives. Privately owned business people are playing a comprehensive task, using the intensity of corporate media and the Internet and the overall movement around corporate behavior to upgrade their tests.

Crisis and their consequences

Frequently it takes an emergency to concentrate on CSR. One of the most dynamic stands against ecological administration in the event of Savar. A large number of individuals kicked the bucket due to this calamity. Here, Mumu & Nahiyan Trading has medicine an excellent stride by giving help and meds to the laborers.

Chapter-3
Business, Operation and Quality Overview

3.1 Garments Merchandising-

Mumu & Nahiyan Trading-

Mumu & Nahiyan Trading's Home Base Narayanganj - This is the largest river port host town in Bangladesh. Narayanganj was also one of the largest textile and garment centers of the subcontinent since the Middle Ages when it was world-famous for its original Muslin. This tradition is later turning Narayanganj into an obvious place in the knitwear industry - one of the most vibrant industrial epics in the country today. A busy port, a rich tradition of craftsmanship, availability of skilled craftsmen and various facilities, facilities and facilities make Narayanganj Mumu & Nahiyan Trading an ideal place for the group.

It started on a very humble journey from a rented house at 9 am to nine. The future of entrepreneurship, loyalty to quality, commitment to excellence, the adoption of sophisticated technology and a keen interest in customer satisfaction can quickly transform the embryo into a modern corporate entity, with its latest intelligence, right in 1998.

Since its founding, Mumu & Nahiyan Trading has never stopped growing - in quality, quantity and everything in between. Over the past few years, recognizing the need for its expansion, using most of the contemporary machines and equipment of German, Swiss, US, Japan, Italy, China, and UK sources, it has almost doubled its capacity. Highly skilled and dedicated human resources have adapted to most of the contemporary Western machinery and IT and automation's expense and management skills.

At present, on a single and full campus in Godanile, Narayanganj, about 6,000 skilled people in Mumu & Nahiyan Trading produce about 80,000 pieces of high-quality knitwear and 50,000 pieces of lingerie each day. While many indicators may sketch the picture of Nit Concern's business success, it is likely that its only increase in exports, from the just US $1.1 million in 1.4, to about $ 3 million in 2022., Will show the degree of significant growth. A merchandiser shouldhave the following basic knowledge and skills:

- Good command in English and adequate knowledge in technical terms for accurate and efficient communication.

- Good knowledge of yarn, fabric, dyeing, printing, finishing, coloration, garment samples, and production, etc.
- A clear idea about the quality of clothing measurements in the making of garments.
- Good knowledge of raw materials and apparel inspection systems.

At the point when a merchandiser is requested to send out, to execute the fare request on schedule, he should decide the accompanying usefulness:

- Compute the necessary texture as indicated by the requested amount of the article of clothing with an additional rate to sit around idly.
- Required tally of the frill (string, button, interlining, principle mark, knit name, fit name, polybag, if the completed item is pressed in a holder, a holder, plastic pin, container, and so forth.)
- Wellspring of material
- Wellspring of pruning
- Make a period and activity (T&A) table for texture supplies and trim supplies and to monitor the room.
- Openly
- Article of the clothing creation plan
- Pre-shipment investigation plan
- Receipt archives
- Making a T&A requires appropriate activity arranging

3.2 Garments Trims/ Accessories

Garment trims mean the things used in making garments are complete without the basic fabric.

There are a lot of items used as trim to create finish garments.

- Below is a list of some important trims –
- Sewing thread
- Interlining
- Button
- Label

- Zipper
- Lining shoulder fad
- Elastic
- Polybag
- Hanger
- Guru tape
- Scotch paper
- Tissue paper
- Plastic pin
- Collar insert
- Collar bone
- Tag pin
- Neck board
- Back board

The quality of the trim is very important, sometimes buyers have certain designated trim suppliers to order a specific style, and any merchandiser may require approval for some trim before being confirmed in the final garment. Otherwise, the product may be rejected by the customer. The most important thing for a merchandiser is –

- Communication.
- Planning
- Production Follow Up

The responsibilities of the smart merchandiser are managing orders in four stages.

1. Sourcing for future orders/Buyers
2. New Order
3. Confirmed Order
4. Running Order

3.3 Product of Knit Concern Limited Garments-

Mumu & Nahiyan Trading Garments mainly create Top and Bottom woven garments for Mede, Women, Child. Dominate these markets in high quality:

a. Men's, Women’s, Children
b. Shirts (Dress & Casual)
c. Tops (formal & casual), Skirts, Jackets

d. Jeans& Casual non - denim bottoms

Tops-





Bottoms-





3.4 Name of the buyers of Mumu & Nahiyan Trading.

USA:

- American Eagle
- J.C. Penny
- Target Corp.

Europe:

- H & M
- C & A

Knit Concern Limited works for below renowned fashion brand-

Fabric Supplier of Mumu & Nahiyan Trading -

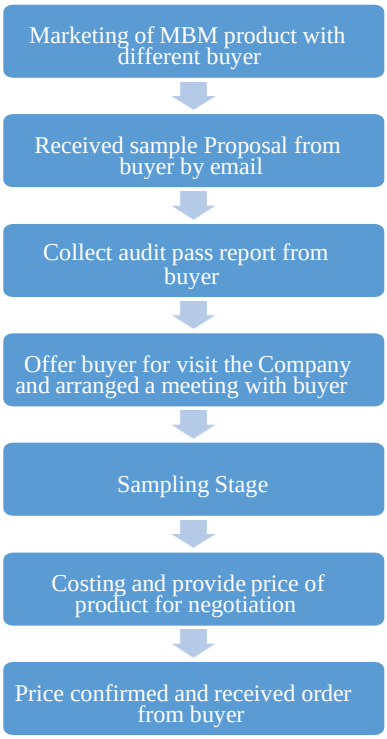
1. Shandong
2. Shanghai Shelyen
3. ZaberZubayer
4. Shakti Ganesh ltd
5. Sun Tex
6. Jemiei Tex
7. Taksungetc

Trim Supplier of Mumu & Nahiyan Trading -

1. A&E (Thread Supplier)
2. Coats (Thread Supplier)
3. YKK (Thread Supplier)
4. RPAC (Label Supplier)
5. Avery Dennison (Label Supplier)
6. Shore to Shore (Label Supplier)
7. SML (Label Supplier)

3.5 Business Development Procedure

The garment industry must evolve with market trends otherwise they cannot expand their business. A company must follow the method of business development to acquire new buyers and businesses with them. Buyers are chosen in two ways. First, the buyer chooses the supplier and the second one sometimes, Mumu & Nahiyan Trading has to work with a specific buyer by which Mumu & Nahiyan Trading is nominated. The business development method is followed by Mumu & Nahiyan Trading, given below:



Process of order Execution in Mumu & Nahiyan Trading Merchandising Team

- **Communication with buyer**
- **Procure order & order confirmation**
- **Consumption-** It is very important to do the merchandiser before spending. The amount of clothing used as per garment refers to a fabric or interlining (if required). We can calculate the total amount of fabric used to produce a certain bulk after we spend it on yards.
- **Sample control and taking approval from buyer-** Samples are made when the price is confirmed and order is placed, usually, all color combinations of the expected order have an M shape. The buyer has a meeting with his customer and records their response regarding the order quantity according to the color, size, etc. and finally gives the order to their seller. The sales sample is essentially the catalog buyer used.

- **Potential sourcing of materials, and taking on time approval of fabric, trims and other accessories-** Trim's Card Preparation The submission of the trim before the start of the garment production, it is critical that the buyer approves all the ingredients that include the finished product. Some buyers will need a review of all the trims, and others will only require the approval of the main trim components. For example, some buyers will want to see examples of actual sewing threads. However, others may not need to view the thread. Understanding what the buying company wants to review before production is important experienced fashion merchants will require that you submit the trim on an appropriate form. It helps both the supplier and the buyer maintain well-organized records. Trims are the items that stick to a garment and make parts and parcels of that garment. So, buttons, zippers, laces are the items in this category. Someauthors define trims as materials that can decorate and decorate a garment.

  Examples include accessories such as lace, embroidery, applique, screen printing, heat transfer, sequins, etc. On the other hand, accessories are items that are not part and parcel of clothing, but are required for clothing finishing or marketing. Examples of accessories are back boards, neck boards, hang tags, price tickets, poly bags, cartons. After buying the clothing and taking it home, the accessories are dropped by the end user.

Lab dipping and other approval- Here are some examples of items that may need to be submitted for review - Lab dips, strike offs (screen printed swatches), yarn reeling in all colors.

- The fabric of production, often enough to represent the full pattern, is needed
- The clothing components are the care labels and the main labels
- Buttons, lace, zippers, interlinks, shoulder pads, elasticities, hangers, hangtags, price tickets, etc.
- Packaging: ASN labels, chip boards, jet clips, tissue paper, polybags etc.

In addition to trimming, you will most likely be required to submit -

1. Fit Samples,
2. Pre-production garment samples,
3. Testing samples,
4. TOP Samples (Top of Production Samples), etc.

During this period you may likewise need to submit records, for example, combustibility archives and so on.

- Testing from different dress testing organizations (for instance - Bureau Veritas)
- Make a subsequent diagram to reestablish opportune material and convenient home before mass creation starts.
- Production line booking and arranging
- Request Follow up: All means underway and quality
- Correspondence with the client during configuration, sourcing, assembling and sending
- Go to a purchaser's gathering
- Guarantee consumer loyalty
- Guarantee the auspicious shipment of items with the assistance of value control and the review division.

3.6 Merchandiser work as a Supply Chain Management-

Request Placement of Fabric and Other Trims and get PI (Pro forma Invoice) Sheet-

In an outside exchange, a preform receipt is an archive that vows to safeguard certain items from the dealer to the vender, the purchaser puts in a request, and if the merchant concurs, it executes the preform and broadens every one of the terms expressed in that. Concur, the products are dispatched and the preform is a shipment of product. The POI sheet relies upon the purchaser's prerequisite.

What are the things will remember for this sheet are-

Top part:

- Name and address of seller
- Invoice number and date.
- Buyer name and address.

Body/middle part:

- Product description.
- Unit price.
- Total price.

Bottom part:

- Shipment date.
- Shipment terms FOB or C&F.
- Country of origin.
- Terms of payment,
- At sight or 120 days.
- Others special terms.

Master L/C checking procedure & important items should be included in Master L/C

A narrative ace L/C is a taught installment security instrument that gives excellent installment assurance to both the dealer and the purchaser. The vender will pay for his item on the off chance that he satisfies every one of the conditions set by the bond. The request won't be affirmed if M/C isn't played. So they convey more an incentive than different records of fare and import business' L/C Checklist things and those things must be remembered for this L/C.

- Types of L/C.
- Issue date.
- Expiry date.
- Issuing bank details.
- Advising bank details.
- Seller name and address.
- Total amount.
- Currency of payment.
- Tolerance (2-5% plus or minus)
- Port of loading.
- Description of goods.
- Shipping terms (FOB/ C&F)
- List of documents required.

3.7 Merchandiser Responsibility to Production Team

Preparation of production files for production starting

- Approval Sample
- Order sheet

- Measurement sheet Assortment
- Fabric quantity
- Packing list
- Carton measurement

Other Important duties towards Production Team-

- Sending approach of pre-age tests embraced by buyers
- creation report and guide to represent the modern office
- Assemble the embraced test,
- Creation report and supported plan from the buyer.
- Merchandiser coordinates a social occasion with the age administrator.
- Give a sensible idea with respect to the avowed test, age record, and supported plan.
- By then handover these things to PM.

Hourly daily & monthly production report-

To Follow up Production, the underneath graph is kept up under various style no. go for generation in line -

Hourly Production defect analysis and correction report						
Factory	Date:					
Order No-						
Style No-	Description					
Working Defect Description/ hour	1	2	3	4	5	Total
Fabric Defect						
Shading Variation						
Main Label						
Checker sign						
Passed Pcs						
Defect pcs						
Production per hour						
Supervisor sign						

3.8 Quality check to ensure quality product in the garment industry

Quality control is practiced during the final finished garment stage in the early stages of raw material sourcing. Product quality for the textile and garment industry is calculated in terms of quality and quality of fibers, yarn, fabric construction, color texture, surface designs, and final finished garment products. However, the quality expectations for export are related to the type of customer segment and retail sales center.

Here it follows:

- Comprehend customers' quality prerequisites
- Arranging and preparing of value control division
- Guarantee legitimate progression of value prerequisites to the QC division
- Guaranteeing the best possible progression of value prerequisites in the creation office
- Strategies for building up quality plans, parameters, examination frameworks, recurrence, testing procedures, and so forth.
- Assessment, assessment, estimation as per plan
- Record Deviation
- Input to the generation segment.

3.9 Merchandising activities on goods delivery to buyer's destination

Booking to forwarder

Subsequent to making the last examination merchandiser got a pressing rundown from the pressing area which contains the rundown of the carton, what number of pieces' articles of clothing in the carton, the heaviness of the carton, number of bits of article of clothing to be dispatched, and so forth. Allude to this data merchandiser make a booking to ocean or air forwarder.

Export Documentation

The documents which to be submitted by a C&F agent for export:

An exporter should have to submit the following documents to the customs authority of a station:

1. Shipping bill of entry.
2. Export L/C.

3. Packing List.
4. Commercial Invoice.
5. UD/UP.
6. VBF-9A. From to be supplied by the C&F agent.
7. Export Permission form (EXP).

Bill of Landing (B/L)

It is document issued by an eerier (railroad, steamship, or trucking Company) which serves as a receipt for the goods to be delivered to a designed person or to his order. B/L describes the conditions under which the goods are accepted by the career and details

- The quantity of the goods.
- Name of vessel
- Identified marks and numbers
- Destination

Invoice:

Below point are including in the invoice:

- Name and address of the buyers and the seller.
- The Date and term of the sale.
- A description of the goods,
- The price of the goods and the mode of transportation.
- Payment release After prepared invoice,
- Bill of landing and other required documentation we send it to buyers nominated bank for payment release

This is all about the job of Merchandisers where I have worked out for three months.

Chapter -4
Findings & Recommendation

Mumu & Nahiyan Trading is outstanding amongst other material gathering in Bangladesh. It has a remarkable notoriety in the worldwide market for greatness. It is a composite factory where they have every one of the sectors of woven coloring, printing, weaving, frill, and pieces of clothing creation. Along these lines, this is tremendous on account of generation and upkeep both. For the most part, I have given the fixation on the Financial and Merchandising exercises of Mumu & Nahiyan Trading. I might want to suggest the accompanying regions that ought to be improved quickly to accomplish the ideal objectives

1. The supply chain or purchasing department is not very strong at this company, which allows merchandisers to collect all the raw material of clothing that makes them feel more pressured to finish shipping and pay extra for the company after the shipment date. So when the supply chain department collects all the raw materials, merchandisers can easily ship the product within the lead time.
2. The management planning department must be strong and time management should be followed. Productivity here is low due to the low order of the authorities towards production. For the higher productive, it will increase.
3. The quality assurance system should be modernized as the quality of international buyers is top notch.
4. The pay scale is too weak to raise the work environment because the company will lose potential employees due to their policies.
5. Power distribution should be managed well and transparency and management among the workers.
6. In short. Instead of short-term relationships, long-term relationships need to be established with key aspects of the merchandiser - buyers, home buyers and suppliers.

Chapter -5

Conclusion

Despite the global financial crisis of 20, the RMG sector is expected to grow. As China sees the challenge of making textile and footwear items at a cheaper price, the rising labor costs have brought many foreign investors to Bangladesh to take advantage of lower labor costs, which is a really good sign for Mumu & Nahiyan Trading. Merchandising management is a big task and it is a complex task. The results of the study show that Mumu & Nahiyan Trading should take several steps to improve its merchandising management to achieve success. This is a huge field and still a whole lot to discover.

The survey reveals that merchandisers are the most valuable human resource for the company's progress. There are many factors involved in the development of these valuable resources. So efficient merchandising management is essential to effectively increase the productivity of an organization.

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