

**Report Proposal
On
Production and Marketing System of Sark Knitwear Ltd.**

Submitted to

Md Mohedul Islam
Assistant Professor of Accounting
Department of Business Administration
School of Business Uttara University
Uttara ,Dhaka.

Submitted By

Md. Jahidul Islam
ID: 2193061012
Batch: 50th
Program: MBA
Major: Marketing

An Internship report presented to faculty of business administration in partial fulfilment of the requirement for the Post Graduate degree of Master of Business Administration.

Submission Date: 30th August, 2020

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I would like to express my deepest appreciation to all those who provided me the possibility to complete this report. I am grateful to my Respectable teacher **Md Mohedul Islam** Assistant Professor of Accounting, Department of Business Administration School of Business Uttara University whose contribution in stimulating suggestions and encouragement helped me to coordinate my project especially in writing this report.

Furthermore, I would also like to acknowledge with much appreciation the crucial role of my friends and elder brothers for their kind co-operation and encouragement which help completion of this project

I would like to express my special gratitude and thanks to Janata bank manager for giving me all the information to complete the report.

I expressed my gratitude to my parents who provided me technical support during the whole program.

DECLARATION

I do hereby declare that the work submitted as report titled **“Production and Marketing System of Sark Knitwear Ltd.”** is carried out by me and has not been previously submitted to any other university, college and organization for academic qualification, certificate, degree and recognition.

The work that I have submitted here does not breach any existing copyright and no portion of the report is copied from any work done earlier for a degree or otherwise.

I declare that this report is my original work and prepared for academic purpose which is a part of MBA curriculum.



.....

Md. Jahidul Islam

ID: 2193061012

Batch: 50th

Program: MBA

Major: Marketing

SUPERVISORS CERTIFICATE

This is to certify that the internship report on “**Production and Marketing System of Sark Knitwear Ltd.**” has been submitted by Md. Jahidul Islam, ID: 2193061012, Batch: 50th Program: MBA Major: Marketing in partial fulfillments of the requirements for award of the Post Graduate degree in Master of Business Administration (MBA), Department of Business Administration, Uttara University. The report has been completed under my guidance and is a record of general work carried out successfully. I recommend this report for submission to the Department of Business Administration, Uttara University, for consideration of the examination committee.

.....

Md Mohedul Islam
Assistant Professor of Accounting
Department of Business Administration
School of Business Uttara University
Uttara ,Dhaka.

LETTER OF TRANSMITTAL

Date: 30th August, 2020

Md Mohedul Islam

Assistant Professor of Accounting

Department of Business Administration

School of Business Uttara University

Uttara ,Dhaka.

Subject: Submission of this Report on **“Production and Marketing System of Sark Knitwear Ltd.”**

Dear Sir,

With due respect and humble submission, I would like to inform you that I have completed my report. The title of my report on **“Production and Marketing System of Sark Knitwear Ltd.”** and here is the report submitted to your kind evaluation.

Working in a Sark Knitwear Ltd.’s employer was a great experience for me. I believe, there will help me to build my carrier this sector. The project gave me the opportunity to enrich our theoretical knowledge through practical exposure of consumer perception.

I therefore, hope that the report will provide necessary information about **“Production and Marketing System of Sark Knitwear Ltd.”**. I will be available at any time for further carination on the report.



.....
Md. Jahidul Islam

ID: 2193061012

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EXECUTIVE SUMMERY

This study attempted to analyze the Production and Marketing System of Sark Knitwear Ltd. The broad objective of the report was to know about the current Production and Marketing System of Sark Knitwear Ltd. The specific objective of this report- To find out the problem and try help to provide the probable solution. The study was conducted based on primary and secondary data of information. In the first chapter the report discussed the origin of my report. The report also explained the objective of my study and the scope of my report. The report have also explained the methodology regarding this report. Both primary and secondary data and information have been used in preparing this report. In Chapter Two the report discuss about Sark Knitwear Ltd overview by which we will know history, important vision and mission and objective of SKL. The report also give information about Sark Knitwear Ltd chart in my report. In chapter three it's all about Production and Marketing. Types of Production and Marketing, all of SKL product, brief description of different types of Production and Marketing, process of open an account. Chapter five is last part of this report because here discuss about recommendation, finding and conclusion of this report.

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CHAPTER-1

1.1 Statement of the Problem

Marketing is defined by the American Marketing Association as "the activity, set of institutions, and processes for creating, communicating, delivering, and exchanging offerings that have value for customers, clients, partners, and society at large. "The term developed from the original meaning which referred literally to going to market with goods for sale. From a sales process engineering perspective, marketing is "a set of processes that are interconnected and interdependent with other functions" of a business aimed at achieving customer interest and satisfaction. Philip Kotler defines marketing as :-marketing is about Satisfying needs and wants through an exchange process. The Chartered Institute of Marketing defines marketing as "the management process responsible for identifying, anticipating and satisfying customer requirements profitably." A similar concept is the value-based marketing which states the role of marketing to contribute to increasing shareholder value. In this context, marketing can be defined as "the management process that seeks to maximise returns to shareholders by developing relationships with valued customers and creating a competitive advantage.

The study is considered to make huge contribution not only in the field of academic research but also in helping managers to improve marketing performance also. An extensive study Production and Marketing System of Sark Knitwear Ltd. is conducted in order to understand the current scenario Production and Marketing System of Sark Knitwear Ltd. This study can be helpful tool for the managers to pay more attention to the aspects where these industries are lagging behind which may result in improving both their reputation and ranking. The findings of this study may enrich the present literatures and it can help researchers in further study. This study will also have the way of efficient and effective strategic decision making by the managers.

1.2 Objectives of the study

This study will have the following objectives:

- To know the employees work life balance in Sark Knitwear Ltd.
- To analyze the current work life balance of Sark Knitwear Ltd.
- To find out the problem and try to provide the probable solution.
- To make some suggestions to improve the situation.

1.3 Scope of the Study

This internship report mainly focuses on the Production and Marketing System situation in garments sector followed by the sark knit ltd. The study reviewed the overall employees work life balance strategy, sark knit ltd, Savar branch.

1.4 Methodology of the study

1.4.1 Sample Size and sample Techniques

Sample has been taken by following methods,

$$\begin{aligned}n &= N/K \\ &= 3000/100 \\ &= 30\end{aligned}$$

Here, n= Sample size

N= Number of Population

K= Interval value

1.4.2 Source of Data

There are two types of data has been needed for the study:

Primary data

- Personal interview
- Face to face conversation
- Questionnaire survey

Secondary data

- Web site of Sark knit ltd.
- Magazines and journals.
- Related books and papers.

1.4.3 Data Collection Procedures

Necessary data for the study has been collected from newspapers, journal, Media and employees are used to collect the data on Production and Marketing System followed by Sark Knitwear Ltd. in Savar branch, Dhaka. The data also has been collected from official website of Sark Knitwear Ltd.

1.4.4 Data Processing and Analysis:

Collected information will be processed by the use of computer system. Detailed analysis by Microsoft word and Microsoft excel.

1.5 Limitations of the Study:

Since this is a new kind of topic and it's quite difficult to sustain the expectation level, however the researcher I tried to give my best effort to prepare this report comprehensive as detailed as possible.

- Firstly the employee of vision garments are not willing to give the information.
- The given time for conducting the survey was not enough.
- Some of the respondents were unable to understand survey question.
- Some of respondents was not interested to give their time and information.
- The knowledge constraint of the researcher was another limitation for the study.
- First time they feeling uneasy to communicate with us
- For secondary data there are some information is difficult to find out.

CHAPTER- II

ORGANIZATIONAL OVERVIEW

2.1 Sark knit ltd

Sark knit ltd is a leading manufacturer and exporter of woven and knit apparels from Bangladesh with an annual turnover of about 70 million US dollars. Operating for over two decades since 1995, the group is a leader in making high fashion men's, ladies, toddlers, kids and baby items of most recent craze, and latest branded hot selling high street products. In addition to consolidating its status as a premier supplier Vision has embraced available garment industry technology, including: computerized supply chain management systems; computer aided pattern & marker design; latest fusing machinery; laser technology and modern finishing plant. It also has a fully equipped testing & development laboratory. To respect the environment and commitment to our valued customers we have introduced a fully automated Effluent Treatment Plant (ETP) in our washing unit. But being a leader brings responsibility.

Our purpose built modern factory buildings are designed keeping in mind extreme structural safety considerations and equipped with modern addressable sensors to detect heat, fire and dust to actuate the fire alarm system and fire pump network. There is adequate water stored to fight any eventuality. The installed fire pumps and fire doors are according to UL specifications. Regular fire drills are held to make the workers aware of the actions required to be taken in such eventualities. At Vision we place great emphasis on satisfying our buyers' requirements, produce quality merchandise, maintaining On Time Delivery record, have built a long lasting relationship and award winning business on this philosophy. We welcome your enquiries and sincerely look forward to working together.

Sark Knitwear Ltd. are Vision & Mission

Vision:

Become the most preferred Knit Textile and Garment manufacturer for global clothing companies with the philosophy of corporate sustainability.

Mission:

To stay ahead of fast paced fashion industry by:

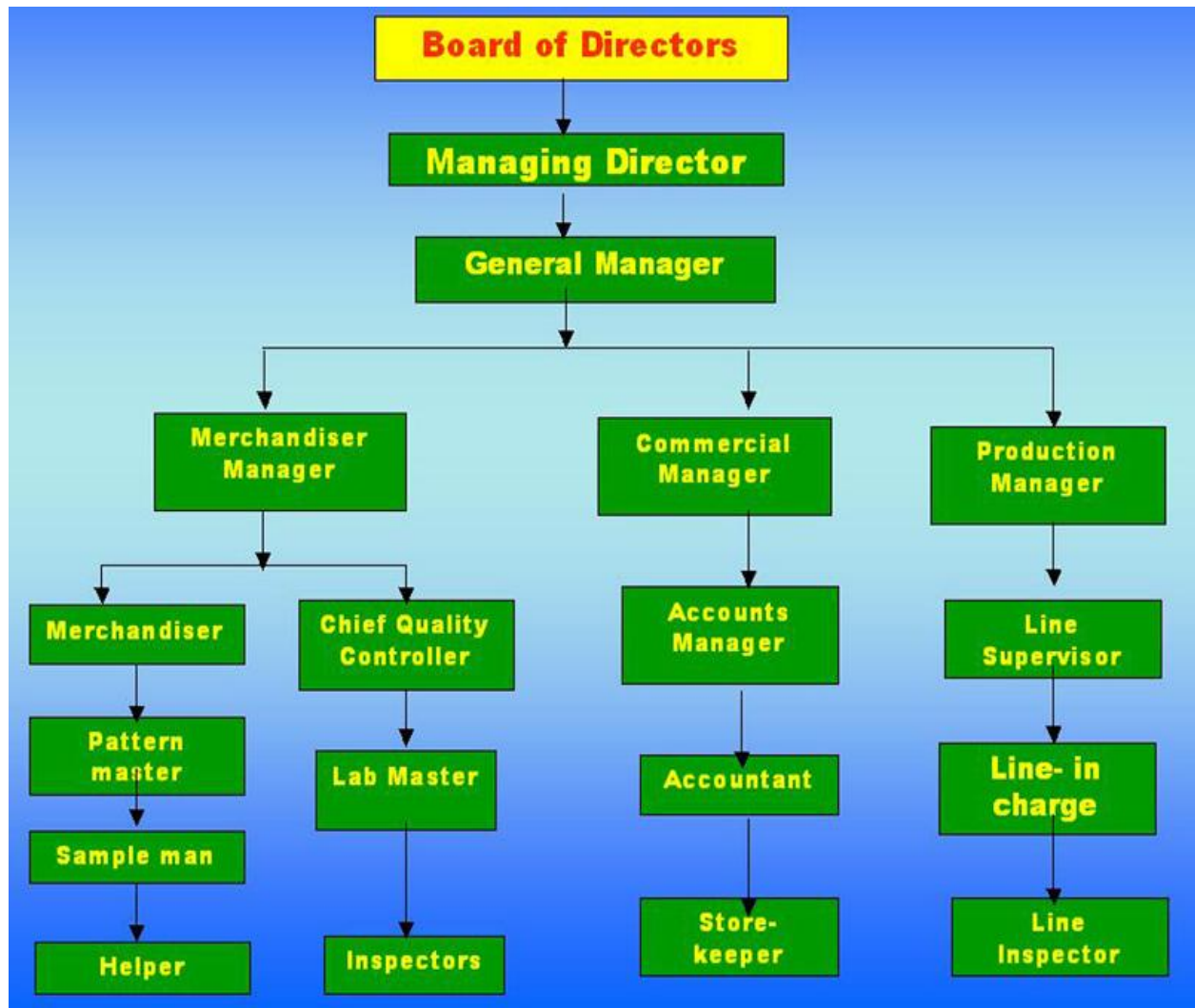
- Offering trend-setting knit garments to global market.
 - Being innovative, cost effective and globally competitive.
 - Ensuring in time delivery with right quality.
 - Providing opportunities of growth for all stakeholders and improve people's lives.
- Committing cleaner and greener environment caring people, planet and profit.

2.2 Company Profile

Primary Information	
Company Name :	Sark Knitwear Ltd.
BKMEA Membership Number :	1625
Membership Type :	Ordinary Member
Year of Registration :	2010-03-13
Registration number	16551
Factory Information	
Factory Category :	A
Production Capacity :	12000 KG
Number of Employee (Workers) :	Male: 310 Female: 140 Total :450
Yearly Turnover (In US\$) :	0
Contact Information	
Contact Person Name :	MR. MD. NAZMUL ISLAM
Contact Person Mobile Number :	01984738545
Contact Person Designation :	Managing Director
Addresses :	Factory Address : Birulia, DHAKA BANGLADESH Email director@sarkknitwearltd.com

Source: Sark Knitwear Ltd.

2.3 Organizational Organogram



Source: Sark knit ltd Website

2.4 Product and Services

The company has been successfully exporting for over two decades to exacting standards. We are engaged in supplying and exporting a wide range of Garment Products to our esteemed clients. Sourced from trusted vendors, our elegant designs and dynamic color combination make our collection unique. Our products are known for their looks, designs and durability. The range includes Women Wears, Men's Wears and Ready Made Garments.

2.4.1 Women Wear

Sark knit ltd offers a wide range of Women Wears to our esteemed clients. Designed for extraordinary comfort with unmatched looks, our variety is appreciated for their looks, designs, colors and fabric. Worn as daily casuals, these are made to be paired with trousers or jeans. Furthermore, these are available at reasonable prices.

2.4.2 Gents Wear

Being an industry leader, we supply Men's Wears to our esteemed clients. Available in a wide range of most suitable fabrics, designs and patterns, these are highly appreciated for their fitting and comfort. According to the demands of the contemporary fashion trends, these are available at market leading prices to our clients

2.4.3 Ready Made Garments

We are one of the recognized suppliers involved in supplying Ready Made Garments. Our ranges of garments are appreciated for their vibrant colors, designs, patterns and good quality fabric. Suitable for all occasions, the mesmerizing collection of readymade garments is available at minimal prices.

With capacity to produce annually 4.5 million pieces bottoms garments i.e.

- Causal denim & non-denim
- Trousers
- Bermuda
- Shorts
- Pajamas
- Chino

CHAPTER- III

PRODUCTION AND MARKETING

3.1 Merchandising Department

RMG sector of Bangladesh is gaining ground in the world market at breakneck speed, but still not flourished at the fullest extent. Although the resources are available abundant with a powerful foundation of fabric and spinning sector to support. The key factors behind this are low technological development, lower output, cut throat competition, high raw material cost, inadequate infrastructure, traditional productivity, unfavorable regularity policies, and globalization in fact. However, there a fair list of the producers, suppliers, and exporters that are fully acknowledge with regularity policies and formalities, international marketing policies and procedures. The only concern is in executing their productivity initiatives, and meeting with order deadlines.

3.2 Merchandising

Merchandising is a business on marketing activities responsible for ensuring a products description both quality and quantity. Merchandising means total responsibility of a Merchandiser.

Merchandiser Duty of merchandiser describes himself like this-

- ❖ A man who collects order from customer sourcing raw materials production on time with quality and maintains lead time
- ❖ Garments merchandising means buying raw materials & accessories, producing garments, maintaining required quality level and exporting the garments within scheduled time.

If anybody has to be designated as Merchandiser then the word itself demands some qualities from that individual, now let us see what all are the hidden meanings there in the word “MERCHANDISER”.

- ❖ M- Should have good Managerial capacity.
- ❖ E- Efficient in both English written and spoken.
- ❖ R- Having high sense of Responsibility.
- ❖ C- Always keep commitment.
- ❖ H- Leads honest life.
- ❖ A- Attitude should always be positive in resolving any problem.
- ❖ N- Never does any argue with buyers and seniors.
- ❖ D- Fully devoted to his service.
- ❖ Always well Informed about his all orders.
- ❖ S- Sincere in office and daily works.
- ❖ E- Enthusiastic in nature.
- ❖ R- Regular in e-mail correspondence.

3.2.1 Types of Merchandising:

Two type of merchandising done in garment exports

1. Marketing merchandising.
2. Product merchandising.

3.2.2 Marketing Merchandising:

1. Product Development
2. Costing

Ordering Marketing merchandising is to bring orders costly products development and it has direct contact with the buyer.

3.2.3 Product Merchandising:

Product merchandising is done in the unit. This includes all the responsibilities from sourcing to finishing i.e. first sample onwards, the products merchandising work start and ends till shipment.

3.2.4 Key responsibilities of merchandiser are as follows:

- Product Development
- Market and product Analysis
- Selling the concept
- Booking orders
- Confirming Deliveries
- Designing and Sampling
- Costing
- Raw Material
- Flow Monitoring
- Production Follow Ups
- Payments Follows
- Internal & external communication,
- Sampling
- Lab dips
- Accessories & trims
- Preparing internal order sheets
- Preparing purchase orders
- Advising and assisting production,
- Advising quality department about quality level
- Mediating production and quality departments
- Giving shipping instructions and following shipping,

3.3 Business Development Procedure:

Sark knit ltd. Specialized in Solid poplin/twill/canvas fabrics, solid texture fabrics, cotton stretch fabrics, print fabrics, yarn dyed fabrics, denim, corduroy and a lot more. Run by an elite quality managing team, it enjoys a favorable reputation among overseas customers with sound creditability and superb quality.

- 1 Poplin Shirt, Blouses and home decoration
- 2 Canvas Cushions, slip cover, shower curtains etc
- 3 Chambray Curtains, shirt and dresses
- 4 Damask Table cloth and tea towel
- 5 Denim Jeans, slipcover, bed spreads and casual curtains
- 6 Flannel Winter pajamas and bed sheets
- 7 Sateen Sheets, cover cloths and curtains
- 8 Terry Cloth Bath towels, robes and cushion covers
- 9 Twill Pants, shorts and slip covers
- 10 Velvet Drapies, cushion and clothing
- 11 Male Lease Outer bedding elegant table cloths
- 12 Dobby Fabrics Clothing and home decoration
- 13 French Fiece Towel and handkerchief

Fabrics manufacturer in Apparel industry must be developed with the trend of market otherwise they cannot extend their business. To collect new buyer and business with them a company must follow the procedure of business development. Buyers have been chosen by two ways. Firstly, Buyer chooses the supplier and the second one sometimes, Sark knit ltd. want to work with a particular buyer and then contact with them according to that. The Sark knit ltd. follow the procedure of business development, this are given below-

3.3.1 First email to buyer for business development

For new business development sellers have to communicate with buyer. Email is the easiest and swift way of communication so when seller will contract first time with buyer by email at that time have to mention some important information about company. Which kind of things should be include here this are-

- Information about you and your company.
- Products information about your company.
- Capacity and productivity.
- Which buyer work with you.
- Attachment a beautiful sample photograph.
- Wearing for feedback.

3.4 PRODUCTION:

Usually after getting pp approval organization moves for fabrics production. The usual difference between PP approval and Production is 30 to 45 days. Once sampling is completed Head of concern Merchandiser forwards the order file to the Head of Quality Control along with the approved sample & a copy of projected production schedule. Make sure the file is forwarded at least 5 days before start of actual production. Obtain an instruction sheet covering all the required information from the quality control officer & approve.

- Make sure any new comments are added into the instruction sheet.
- Regular follow up should be made with the buyer & Quality Control regarding the status of production.
- Make sure the Quality Control Department conducts all the required inspections i.e. Fabric Quality Testing, ILC, IPC, MPC & FRI for every order.
- Obtain daily production status from Quality Control & forward the same to IT for updating the Web Site latest by 11:00 every morning.
- Update Order Checklist, format enclosed.
- Update the excel sheet accordingly, format enclosed.

3.4.1 Production monitoring system with suppliers for smooth delivery of fabrics & accessories:

This system dictates small quantity of production of a large range of products. As an example, a workshop may produce a variety of products like nuts, bolts, screws, shafts, gears, etc. but each item in a limited quantity.

3.4.2 Preparation of production files for production starting

- Approval Sample
- Order sheet
- Measurement sheet
- Assortment
- Fabric quantity
- Packing list
- Carton measurement

3.4.3 Sending procedure of pre-production samples approved by buyers, production file & pattern to in charge of factory

- ❖ Collect approved sample, production file and approved pattern from buyer.
- ❖ Merchandiser arrange meeting with production manager.
- ❖ Give clear idea about approved sample, production file and approved pattern.
- ❖ Than handover these items to PM.

3.4.4 Preparation & conducting of pre-production meeting in factory required for production planning in factory Pre-production meeting in factory:

Pre-production meeting – once pre-production (PP) sample is approved (also called sealer sample) and most of the trims are sourced, merchants or production planning department conduct pre-production meeting with production team, quality team and sourcing team. All-important comments, procedures to be followed, dos and don'ts are discussed. Scheduling of PCD (planned cut date) and shipment date is announced to all teams. Production plans, Material planning and line planning – to start production on time and ship the order on time planning is must. Planning is needed for material sourcing, production capacity, line planning. Scheduling of jobs and responsibility is defined at this stage.

This meeting should be conducted directly after the merchandise manager approves the concept for development. The purpose of the meeting is to review the preliminary product and package specifications and to ensure that the supplier is aware of the companies' quality and product development procedures. The meeting should be of a technical nature. Therefore, the supplier should bring to the meeting the appropriate representation from their staff. Expect to discuss the manufacturing process in detail and address any potential manufacturing concerns or limitations in regard to manufacturing the particular item being discussed. In this meeting, the supplier should be provided an initial specification file with details of the garment that is to be manufactured. The supplier should be requested within a short period of time to formally acknowledge their understanding of the requirements. It is a good idea to obtain this in writing.

3.4.5 Sequence of Production merchandising process:

- ❖ Salesman Samples, Counter Samples, Approval Samples, Photo samples, Preproduction Samples, Production Samples, Shipping samples.
- ❖ Swatch, and Trims, Trim's Related Affairs

Sample: Reference garment corresponds to:

- ❖ The artwork (styling) done by designer and/or developer
- ❖ Particular purchase order.
- ❖ Any revision to the style work.
- ❖ Conform to any specific requirement.

Sequence of Sampling:

1ST Pattern → 2ND Pattern → Counter Sample → Salesman Sample → Photo Sample → Approval Sample (Size Set, Mock-Up) → Pre- Production Sample → Production Sample → Shipping Sample.

First Pattern:

First pattern is the first physical version of any garment as per the artwork done by designer and for developer.

- Human Mind → Sketch → Paper Pattern → Sample
- Purpose: See the design work & test the fitting
- Status: Nothing specific
- Material: Available
- Price: Not confirmed
- Quantity: 1 (for customer) + 1 (for merchandiser)
- Delivery: As per urgency

Second Pattern:

Usually designer /developer always ask for some changes to the first pattern. Second pattern is made as per comments.

Salesman Sample:

Salesman sample is made when price is confirmed and orders are on speculation, usually in l size in all color combinations of expected order. Buyer held a meeting with its customer and record their response on order quantity per color, size etc. And finally place order to their vendor.

- Purpose : Sales meeting by retailers, market appraisal & Demand / order forecast
- Status : Final stage of the order confirmation
- Material : Actual
- Price : Confirmed
- Quantity : There is minimum quantity per color combination
- Delivery: Very, important to meet the delivery date.

3.4.6 Preparation of shipping samples & sending to buyer through proper packing & documentation

Shipping: The procedure of transporting an item, usually through the email. Shipment is a very basic, common way of getting an item from one place to another, or from one person to another. This process can be done physically or by transporting commodities or cargo by land, air, and sea. Shipping sample is prepared before shipment but it is send to buyer when final inspection is completed. This is an important sample to buyer that's why sample department take extra care to make it. It is send to buyer by air for going early.

Sending Procedure of Shipping Sample:

- ❖ Making according to the measurement sheet.
- ❖ Quality check.
- ❖ Ironing.
- ❖ Labeling.
- ❖ Poly bagging.
- ❖ Forwarding letter.
- ❖ Measurement sheet.
- ❖ Finally re-check.
- ❖ Send to buyer by courier

3.4.7 Preparation of packing list after final inspection

There are many kind of packing system is used in Apparel Industry. Here are many kind of packing system is used in Apparel Industry. Some packing name given below:

1. Flat packing
2. Standard packing
3. Hanger packing

The back side of the packing some specifications are included for attracting the buyer. In the store room is used 'VIM' card in these vim card some information is included such as buyer no, order no, style no, fabric qty. In the packaging section while packing the apparel industry follow these assortments

- Assort color assort size
- Assort color solid size
- Solid color solid size
- Solid color Assort size

Invitation to third party like Bureau VERITAS for final inspection

Dear Sir,

Thanks, recently we have completed one order from UK Buyer. Now we are ready for final inspection. According to our buyer requirement need your organization final inspection certificate. So please come to our factory and final inspection this order and give the conformation date for final inspection.

Best regards,

Mr. X

Sr. Merchandiser

Sark Knitwear Ltd.

3.4.8 Selection of shipping, forwarding & Consolidation Company for smooth shipment

Forwarding: The procedure for carrying out forwarding activities: procedure for rendering services related to shipment of cargos by any types of transport and execution of shipping documents, documents for customs purposes and other documents required for shipment of cargos.

Consolidation: Aggregation of LCL cargoes and consolidation activities being the core business of the company it is very focused about its execution. This is done through with a highly motivated team of professionals with a proven track record, a network of owned offices and franchisees in India that covers the length and breadth of the country, a established network of agents who are all majors in their respective regions giving our customers best of both worlds irrespective of which sector the business is headed!! Our valuable customers comprise of some of the biggest names in Freight Forwarding in the domestic market, Multi-National Companies having global presence and conglomerates.

Forwarding & Consolidation company for smooth shipment:

The recognized Freight Forwarding Company who does consolidation services to the Companies in India. Our well trained operational staff has diverted their total attention to each and every shipment, of which in it resulting the delivery of our customer's shipments the next day or the following day, as a value added special service.

Documentation - Equip your Documentation team with the most automated documentation system. All documentation related requirements are catered in this module.

- ❖ Documentation Sea - Export, Import,
- ❖ Documentation Air - Import & Export

Customs Duty Calculation - Automatic Duty calculation at finger tips. Updates for the duty structures based on notification and circulars are handled by ITISL. Automatic Duty Calculation based on products, schemes, shipment type

In-Bond/Ex Bond - Jobs related to In-bond and Ex-Bond is handled in the POWERSHELL Exim smoothly. It helps to automate the transaction. Some key features -

- ❖ Manage multiple Ex-Bonds against one In-Bond.
- ❖ Manage Inventory at each for every In-Bond
- ❖ Bond to Bond Transfers and
- ❖ Consulate Shipment

License Master - License Master maintains the records of customers' licenses and after every debit it is updated automatically. Some of the key features –

- Manage Customer's Export & Import Licenses
- Get reports of licenses nearing expiry date, or with balance quantity.
- Add value to your service by updating your customer about their license details.

ICEGATE & EDI Module - Filing to ICEGATE become easier and more accurate. A Check is performed before filing to ICEGATE to avoid errors.

- Prepare checklist before filing to ICEGATE.
- Import & Export EDI Generation for Air & Sea Jobs
- Generate Console IGM
- Generate .sb or .be file and file to ICEGATE or upload to ICEGATE
- Save the file and save to floppy for manual filing
- Manual Shipping Bill / Manual Bill Of Entry printing

Exim Reports & Statutory Reports

- ❖ N Form & GSP Form
- ❖ Certificate Of Origin
- ❖ Annexure
- ❖ Gate Declaration
- ❖ Bill Of Entry
- ❖ Print Online Docket for Export & Import Jobs
- ❖ Job Registers

3.4.9 Documents that can be presented for payment

To receive payment, an exporter or shipper must present the documents required by the LC. Typically, the payee presents a document proving the goods were sent instead of showing the actual goods. The original bill of lading (BOL) is normally the document accepted by banks as proof that goods have been shipped. However, the list and form of documents is open to negotiation and might contain requirements to present documents issued by a neutral third party evidencing the quality of the goods shipped, or their place of origin or place. Typical types of documents in such contracts include.

- ❖ Financial Documents — Bill of Exchange, co-accepted draft
- ❖ Commercial Documents — Invoice, packing list
- ❖ Shipping Documents — Transport document, insurance certificate, commercial, official or legal documents
- ❖ Official Documents — License, embassy legalization, origin certificate, inspection certificate, phytosanitary certificate
- ❖ Transport Documents — Bill of lading (ocean or multi-modal or charter party), airway bill, lorry/truck receipt, railway receipt, CMC other than mate receipt, forwarder cargo receipt
- ❖ Insurance documents — Insurance policy, or certificate

3.4.10 Shipping documents

Air waybill, bill of lading, or truck bill of lading, commercial invoice, certificate of origin, insurance certificate, packing list, or other documents required to clear customs and take delivery of the goods.

The Air Waybill (AWB) is the most important document issued by a carrier either directly or through its authorized agent. It is a non-negotiable transport document. It covers transport of cargo from airport to airport. By accepting a shipment an IATA cargo agent is acting on behalf of the carrier whose air waybill is issued.

CHAPTER- IV

RECOMMENDATIONS AND CONCLUSION

4.1 Recommendations

- ❖ Sark knit ltd. Ltd. should be more careful and attentive in monitoring the production. So that production goes on schedule and any unwanted occurrence such as short shipment may not occur due to late delivery.
- ❖ In the findings have mentioned that buyers do not want to negotiate on quality. So, maintaining product quality for Sark knit ltd. is very important. To maintain appropriate quality, Sark knit ltd. should take necessary steps such as training course for their quality controller or inspector etc.
- ❖ The total industry should keep in mind that they need a truly international outlook for exporting to attract buyers as well as long-term commitment with both of their buyers and suppliers.
- ❖ The total industry must achieve an international reputation for quality to challenge the quota free environment.
- ❖ They should ensure that they have all the resources for garment export.
- ❖ They should start marketing through trade fair.
- ❖ They can advertise in international magazines about their selves.
- ❖ Sark knit ltd. can publish its own local business magazine to promote their selves. Can be advertised over the internet (electronic Marketing)
- ❖ By holding the seminars on textile industry and offer to attend the seminars to their customers
- ❖ International business seminars in multiple countries and offer their products to already existence and new customers.
- ❖ Make a documentary as a business story about Sark knit ltd. and offer it to show out through such channels which can accept this offer for example National Geographic Channel which shows such programs on different companies in the world.
- ❖ Monthly Budget, by making monthly budgets for each department especially for the commercial department, the late shipments and late purchasing of yarn can be vanished.
- ❖ Organize fashion shows in foreign countries as well as in local markets.
- ❖ Strengthening the local liaison office.

4.2 CONCLUSION

In conclusion the report can say that this internship report is really essential for every student of business studies to get idea about textile industry. By completing this report I have got overall idea of RMG sector and these may be helpful to know about the technical and management knowledge of garments industry also these sector related organizations. This is a huge sector and yet to discover the whole. The report want to thank my department Head for giving me great opportunity of learning. This Internship program will help me in the further challenges of life. I try my best to make this project enriched with lots of apparel related documents. Sark knit ltd. is really a good experience for me because every person of there so much helpful and give me the proper methods of practical learning. So, at last, there is a hope of eradicating all the obstacles and become the leader of garment industries in near future.

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