



COMSATS University Islamabad, Lahore Campus



Vital Private Limited
149 Kashmir Road, Sialkot, Punjab, Pakistan, 51310.

ADVISOR: HUDDA RIAZ

NAME: MIRZA ABDULLAH SALMAN
ROLL NO: SP20-BBA-022
DEPARTMENT: MANAGEMENT SCIENCES

1.5 KM Defense Road Lahore, Punjab 54000

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Acknowledgement

Praise be to God, the Most Gracious, who has blessed me with both opportunity and skill. Before I begin, I would like to thank "ALLAH," the Almighty, for allowing me to complete this internship report.

I owe a great debt of gratitude to my loving parents for their encouragement and support as I undertake and finish this internship. And please be there for me from the very beginning to the very end. Further, I owe a great debt of gratitude to the educators who helped me develop into my present, superior self.

First, I'd like to express my gratitude to Comsats University Islamabad Lahore Campus for providing me with the opportunity to participate in this internship.

For my part, I'd like to express my gratitude to Mr. Mannan Barlas and Mr. Hannan Barlas, Directors of Vital Private Limited for allowing me to intern with them, as well as to Mr. Shayan Barlas, HR Manager, for his assistance and cooperation throughout the duration of my internship.

I would like to extend my gratitude to everyone on the Vital Private Limited team for their help and cooperation throughout my internship and in writing this report.

Executive Summary

I have finished my six-week internship at Vital Private Limited. This internship has taught me a great deal about the fundamentals of running a business, as well as the implementation of various models and strategies that every management and business student should be familiar with. Thanks to this internship, I gained invaluable experience in the field of finance and developed a wide range of valuable skills. I was also able to gain a thorough understanding of the local market, its workings, and the laws and regulations that must be observed to do business there.

In my 6 weeks at Vital Private Limited, I was able to progress in many areas. I achieved a lot on a personal level at Vital because I knew very little about how real companies work, and I had very little understanding of how large companies work. Vital provides a place to share my work and a team of experienced professionals who never make me feel like an outsider, but rather a valuable member of the team. I was. Before joining Vital, I was a worrier because I lacked the necessary professional skills, such as managing inexperienced employees and following orders from my superiors. However, since completing his 6-week internship at Vital, I am confident that I have learned leadership skills from him, one of the few very experienced employees, and successfully completed almost every task given to me. I am confident that it will be completed in Working with a wide range of people, from prospects to long-term customers to construction workers, has improved my interpersonal skills and made me more competent in my current role.

Although there were ups and downs, this internship experience was very beneficial for my future job. I gained experience in a corporate environment and acquired knowledge in business processes, stress management, time management and effective communication with upper, middle, and lower management levels. You have understood the methods used to deliver and collect cash and the many market strategies that companies can choose from at various stages. This experience has given me insight into the daily operations of various departments and strategies to ensure an efficient workflow. Working under the supervision of a director was stressful, but in the end, I am sure it helped me give my best during my internship. I learned the meaning of terms commonly used in this industry such as "customer aging report", "recruitment of candidates". Confidence, improved communication skills, increased productivity, and a deeper understanding of business management are just some of the benefits I've gained at Vital Private Limited

Although Vital Private Limited is not a competitive group with complex systems, its operations cover all major cities in Pakistan, including Rawalpindi and Faisalabad. Vital Private Limited is the first company in Sialkot to manufacture leather garments, sportswear, work gloves, auto gloves, dip gloves, and has the only spinning machine in the region. To ensure efficiency and standards, Vital's vertically integrated textile manufacturing facility now handles all processes in-house, from spinning, knitting,

weaving, dyeing, cutting, sewing, and packaging. Essentially, WRAP is OEKO-TEX, INDITEX and ISO certified and manufactures and sells many products such as the processing and use of textile products. “The company is the first in Sialkot to develop.

Leisure wear

leisure wears vital private limited have a brand which name is “dickies” this products line includes t-shirts, hoddies, jackets. As shown in picture. This is made of 70% cotton and 30% polyester.



Sportswear

In sportswear vital private limited have a brand which name is “uni-wear” this products line includes track suits, sports shorts, and t-shirts. As shown in picture.

Sportswear cloth is made up of 70 % polyester and 30% cotton.



Work wear

In work wear vital private limited have a brand which name is “dickies” this products line includes working outfits also. As shown in picture. Work wear includes t-shirts and work uniform made of fine quality cotton.



Gloves

Vital private limited also produce work wear gloves which are used in construction work, Bikers’ gloves for riding, and driving gloves. Gloves are made of leather and cotton both.



Aiming to improve their performance, the company was having trouble creating marketing strategies and improving in teamwork.

Vital private limited has grown into a prominent national forwarding firm with a focus on providing best quality product. Expert, highly specialized staff back up their capabilities in a variety of ways. When you work with VITAL, you'll have access to a team of experts who can adapt their services to meet the specific needs of your business.

BACKGROUND OF HOST

ORGANIZATION:

The company was founded in 1934 by Mirza Muhammed Iqbal Barlas and produced many toys. Later, his son, who is in his sixties, joined the company after completing his education.



Mirza Saeed Ahmed Barlas became Director in 1944. Their sons, who are in their eighties, also joined the company after completing their education. The company started exporting its products in 1942 and became one of the few exporters after the partition of Pakistan in 1947. In the early 1950s the company expanded its production into cricket, football, rugby, basketball, tennis, and tennis. During that period, very few companies, especially in this region, employed many workers and produced such a variety of products. This feature attracted number of visitors from the government of Pakistan and foreign dignities. In 1965 the company went into joint venture with German company in setting up state of the art training industry which made footballs from grain and chrome leather.

Vital Private Limited is run by the board of directors Mr. Mannan Barlas & Mr. Hannan Barlas are the current board of directors of the company. Even though all directors are on an equal footing, there is an informal hierarchy structure. Mr. Khalid Barlas, Mr. Sohail Barlas & Mr. Shumail Barlas were the senior directors of the company and were second generation in family business, now have been guiding and training the third generation for future success.

Vision Statement of company

To achieve client satisfaction by providing only the finest by leveraging the highest quality resources and world-class systems.

Mission Statement of company

Vital Private Ltd is dedicated to the continuous improvement and enhancement of both its goods and its duties to its workers. We work hard to reach the greatest levels of client satisfaction through timely delivery as well as improved product quality and value.

Values

As a corporate philosophy, we believe in living and following globally recognized business principles and practices, which set Globe apart from its competitors. Honesty, integrity, and human dignity, as well as an ethical attitude in all interactions with customers, suppliers, workers, and others, remain dear to our hearts, resulting in our hard-earned reputation and success.

Vital Private Ltd aim to provide world-class textiles by pursuing certification with major retail chains and brands, provide a new design range at regular intervals, Select and bespoke designs created in-house. Adhering to and implementing lean and efficient manufacturing quality control techniques, resulting in quality goods and on time delivery. Each season, new collections are released. Using our strengths to provide tailored solutions in terms of designs, mixes, colors, finishes, and quality. Creating a robust vertically integrated setup.

Vital Private Ltd is one of the leading suppliers of the highest quality yarns. In today's volatile market, maintaining high standards requires maintaining the highest quality yarns. At Globe, we believe there is no substitute for product quality. Matching specifications is always a challenge, but Vital handles everything brilliantly, providing professional services that go beyond mere requirements, from sourcing to development to packaging for safe transport to destinations around the world.

Each one of their customers can expect nothing less than the best service from their highly skilled and experienced personnel. More than half of Vital employees have been in their respective fields for more than eight years, making them invaluable resources who are not to be let down in any way.

Revenue & Workers

There are approximately 200-300 workers in the company doing their job with hard work and with aggression. The revenue of the company is approximately 600 million annually (this is not the exact

figure). Core values drive the company towards its goal of achieving positive results in business and society. Vital Private Ltd.'s five core values are:

Guide

We lead by example and strive to provide our customers with the highest quality products and services. We are committed to serving our industry and our country, adhering to best practices, and ensuring the health of all our employees.

Honesty

We have been an industry leader for decades and have earned great respect in the Pakistani community and society for our strong moral principles of honesty and integrity. We will continue to conduct all business relationships fairly, transparently and with integrity. Excellence we are committed to providing the highest quality products and services. We always strive to keep and exceed our promises to ensure the greatest possible customer satisfaction. We continue to learn, innovate, and improve, aiming for unprecedented levels of achievement.

Accountability

We hold ourselves accountable for our actions and results, upholding our commitments to all communities. We actively participate in discussions and focus on finding creative solutions to achieve desired results.

Responsibility

We always integrate social and environmental principles into our business, creating opportunities and positive outcomes for our communities. We will continue to give back to our people and make lasting contributions to the development of our country.

Business Operations

Business Process Analysis

Most of the important operations in the textile industry are processing, spinning, manufacturing. Vital private limited do 6 processes to manufacture their final product those processes are explained as below.

Raw Material

The first step is to open the bales of raw cotton and clean the fibers. Cotton fibers may contain contaminants such as dirt, seeds, and leaves that need to be removed. Carding further cleans and conditions the cotton fibers. Carding machines



have thin wires that separate and smooth the fibers. This produces a thin cotton fabric called card sliver. At this stage, multiple card slivers are combined and stretched through a set of rollers to further align the fibers. This process helps improve the uniformity and strength of the yarn.

Spinning Unit

The roving is then spun into yarn on spinning or ring spinning machines. This process involves twisting the roving to give it strength and cohesion. Various types of yarn can be manufactured by controlling the thickness and twist of the yarn. Spinning units are important links in the textile supply chain as the quality of the yarn has a significant impact on the quality of the final textile product. Depending on the desired properties of the yarn and the type of fiber being processed, different types of spinning techniques can be used in spinning systems, such as ring spinning, open-end spinning, and rotor spinning. The spinning process is an important step in the textile industry, converting raw cotton fibers into yarn that can be used to weave and knit fabrics.



Knitting Unit

The knitting process is a method of intertwining loops of yarn to create fabric. Knitting is a versatile technique used in the textile industry to produce a wide range of products, from clothing and accessories to industrial textiles. The process begins by selecting the appropriate yarn for the desired product. Knitting machines are used to produce fabric. There are mainly two types of knitting machines. Flatbed knitting machines have a flat horizontal needle bed and are often used to knit flat fabrics such as scarves and blankets. It can also be used to create fabric panels for later assembly. Circular knitting machines have cylindrical needle beds and are used to produce seamless tubular fabrics and garments such as T-shirts, socks, and sweaters. The knitting process begins with a cast-on, which creates the first series of stitches on the knitting machine's needles. The number of stitches and their placement will depend on the desired fabric width and pattern. Once the first row is cast, the machine



begins knitting by manipulating the needles to create interlocking stitches. Yarn is fed to the knitting machine from a yarn supply source.

Dyeing Process

The first step is to select the appropriate dye type based on the fiber type, colorfastness requirements, and desired color. The fabric to be dyed must be properly prepared. This may include scouring, bleaching and other treatments to remove impurities, finishes, or natural colorants.

Create a dye solution by dissolving your chosen dye in water. This solution may also contain other chemicals such as dyeing aids, leveling agents, and salts to facilitate the dyeing process. The temperature and pH of the dye bath are controlled to ensure optimal dye absorption and color development. The textile material is immersed in a dye bath, and the dye solution penetrates the fibers, giving them color. Soaking time, temperature, and stirring time vary depending on the dye and material. In paddy dyeing, a dye solution is applied to the fabric using a roller, brush, or padding machine. This method is often used for special effects and continuous coloring processes. After the dyeing process, the fabric is rinsed to remove excess dye and chemicals. In some cases, reductive fining or oxidation processes may be used to improve color fastness and fix dyes. Depending on the type of fiber and dye used, post-treatments such as improving fastness, softening, and refining can be applied. The dyed material is quality controlled to ensure that the color matches the desired shade and is free of defects.



Sewing and Embellishment

The sewing process begins with creating the pattern for the garment or textile. A pattern is a template that serves as a guide for cutting fabric into a specific shape or size. Once the pattern is ready, lay out the layers of fabric and cut the pieces according to the pattern. The cut fabric pieces are assembled according to the garment design. This involves sewing together various parts such as sleeves, tops, and collars to create the structure of the garment. Depending on the fabric type and design requirements, different sewing techniques and stitches are used, such as straight stitch or zigzag stitch. Seam finishing techniques such as overlock binding and French seams are used to prevent fraying and improve seam durability and appearance. Clothes are adjusted many times during the sewing process to achieve the desired size and shape. Adjustments may be necessary to suit



individual body types. In terms of sewing, various fasteners such as zippers, buttons, snaps, and hooks are attached to make the garments functional and easy to wear.

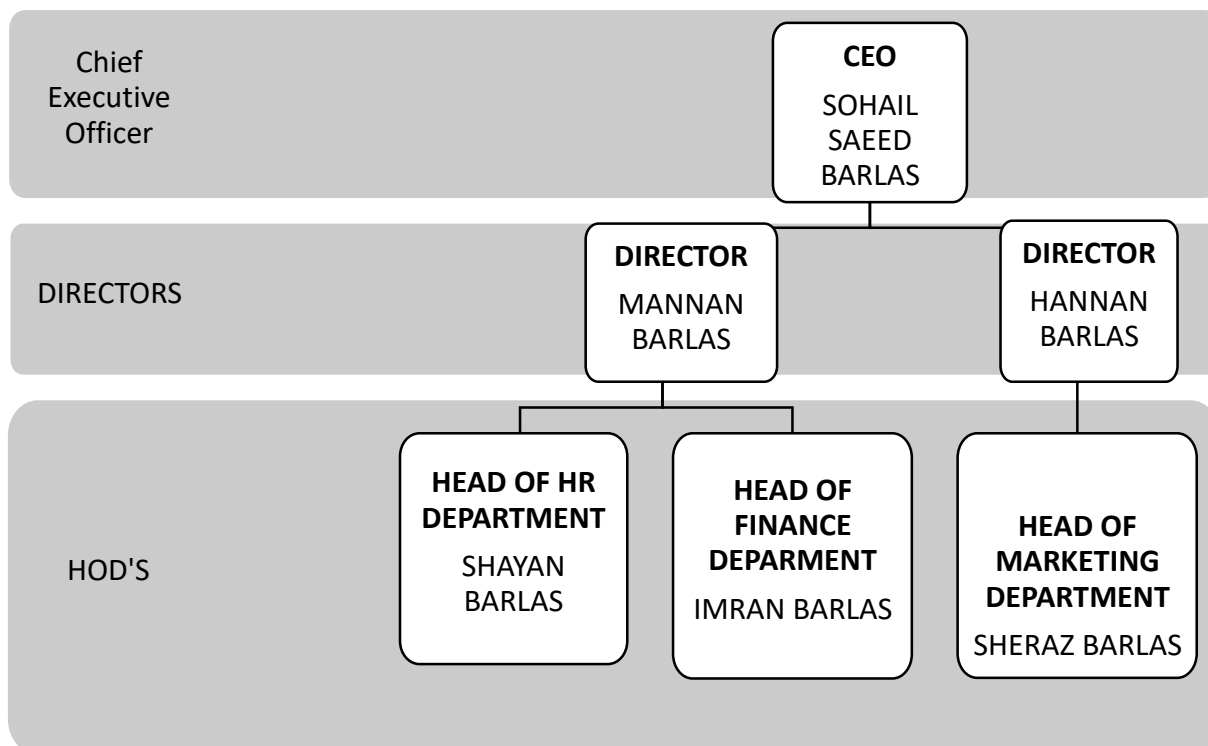
Embroidery is the process of decorating fabric with decorative designs, patterns, or logos using thread or needlework. Embroidery can add intricate detail and texture to clothing and textiles. Printing processes such as screen printing, digital printing, and heat transfer printing are used to apply decorative patterns, graphics, or images to fabrics. It is often used for T-shirts, bedding, and other textiles. Adding trims, piping, and lace enhance the beauty of textiles. These elements are sewn or attached to the edges, seams, and hems for decorative purposes.

Finishing (Packaging)

Before the finishing process begins, textiles are thoroughly inspected to identify any imperfections, inconsistencies, or issues with color, texture, or structure. Quality control measures are carried out to ensure that the fibers meet the required standards. Depending on the type of fiber and its intended use, different finishing treatments can be applied. Pass the dough through heated rollers to smooth the dough and give it a shiny appearance. Brushing: Often used in flannel and fleece products, brushing the fabric creates a soft, fluffy texture. Burning off excess fibers on the surface creates a smooth finish and reduces pilling. Trim the surface of velvet or plush fabrics to even out the pile height. A chemical treatment designed to improve the luster, strength, and color affinity of cotton and other cellulosic fibers. The process of pre-shrinking fabric to minimize further shrinkage during washing.



Organizational Structure:



The CEO, directors, and department heads form the organization's core leadership team and work together to drive the company's success and ensure it achieves its strategic goals. Each role has specific responsibilities and areas of focus, contributing to the overall growth and stability of the company.

Competitive Strategies

Product differentiation

Vital private limited is known for its high-quality textiles and clothing, especially work wear and sportswear. The company has focused on differentiating its products by offering a wide range of fabrics in terms of quality, design, and innovation. His Super 230s fabric is one of the finest and most luxurious fabrics and embodies Vitals' commitment to producing premium products.

Brand building and positioning:

Over the years, Vital private limited has built his image as a strong brand associated with quality and elegance. Additionally, the company has expanded its product portfolio to include ready-to-wear, accessories, and lifestyle products under various sub-brands such as Vital's Ready-to-Wear, Vital's gloves, and Vitals' sportswear.

Retail expansion:

Vital Private Limited has strategically expanded its retail footprint by building an extensive network of luxury stores, multi-brand outlets and franchise outlets in Germany and international markets. This extensive retail network allows the company to reach a diverse customer base and offer a comprehensive product range.

Innovation and technology:

Vital private limited has invested in research and development to improve its product offering. This includes developing technologically advanced fabrics, environmentally friendly materials, and performance-enhancing clothing.

Commitment to sustainability:

As sustainability becomes increasingly important in the textile industry, Vital private limited has adopted eco-friendly practices and promoted sustainable fashion. Initiatives such as the 'Re-Creation' program focus on recycling and upcycling textiles, reducing waste and conserving resources.

Diversification:

Vital private limited has diversified its product portfolio beyond textiles and apparel. The company has ventured into real estate development with projects such as Sial Housing Society in Sialkot and has invested in the fields of mechanical engineering and auto parts.

Cost management:

Cost control and operational efficiency are critical to competitiveness. Vital private limited implemented cost control and supply chain optimization measures to maintain profitability.

Customer centric approach:

The company focuses on understanding and meeting customer preferences. Conduct market research and adjust your products and marketing strategies accordingly.

Digital transformation:

Vital private limited has leveraged digital channels for marketing, sales, and customer engagement. The company launched an e-commerce platform to reach a wider audience and improve the shopping experience.

Marketing Strategies:

Vital private limited uses digital marketing channels to connect with customers and increase brand awareness. The company maintains an active online presence through its official website and social

media platforms such as Facebook, Instagram, Twitter, and LinkedIn. The company utilizes online advertising, content marketing, and influencer partnerships to connect with consumers.

Vital private limited focuses on building and maintaining strong customer relationships. Offer loyalty programs and benefits that encourage repeat purchases and brand loyalty. The vital rewards program is one example of how the company encourages customer loyalty.

Vital private Ltd.'s marketing strategy combines brand building, product diversification, digital presence, a commitment to sustainability, and a commitment to customer loyalty. These strategies have contributed to Vitals' enduring presence and leadership position in the Indian textile and fashion industry.

SWOT Analysis:

SWOT analysis is a strategic planning tool used by organizations to assess internal strengths and weaknesses and external opportunities and threats. The main purpose of conducting a SWOT analysis is to gain a comprehensive understanding of an organization's current position and the factors that may affect its future. A SWOT analysis is typically performed as part of a strategic planning process and serves as the basis for developing strategic objectives and plans of action. It provides a structured decision-making framework that helps businesses make informed decisions about resource allocation, risk management, and competitive positioning.

SWOT analysis of Vital Private Ltd. helps in assessing the internal strengths and weaknesses as well as external opportunities and threats of the textile and clothing industry.

Strengths:

Strong Brand Equity:

Vital is an established and respected brand with a long history of quality. His Super 230s fabric is one of the finest and most luxurious fabrics and embodies Vital's commitment to producing premium products.

Diversified product portfolio:

The company has diversified its product portfolio beyond fabrics to include Vital ready-to-wear accessories and lifestyle products such as Vital's leisure wear, Vital's gloves, and Vital's sportswear.

Innovation and Technology:

Vital Private Limited invests in research and development to innovate its product offering, including technologically advanced fabrics and sustainable materials.

Global Presence:

Vital private limited has expanded its global presence and entered international markets, exporting his products to over 6 countries.

Our commitment to sustainability:

We actively promote sustainable and environmentally friendly practices that meet growing consumer demand for responsible fashion.

Weaknesses:**Dependence on Textiles:**

Although Vital private limited has diversified its product portfolio, it remains highly dependent on textiles and apparel, which may make it vulnerable to market fluctuations in these areas.

Competitive Market:

The textile and apparel industry are highly competitive not only within Pakistan but also globally.

Cost Control:

Cost control is important to competitiveness, and Vital private limited may face challenges in controlling production costs and maintaining profitability.

Opportunities:**E-commerce growth:**

E-commerce growth provides an opportunity to expand your online presence and reach a broader customer base for Vital private limited.

Sustainability Trends:

The increased focus on sustainability provides Vital private limited with an opportunity to develop and market more environmentally friendly products.

Product Innovation:

Continuous product innovation allows Vital private limited to stay ahead of competitors and respond to changing consumer preferences.

Threats:**Market Fluctuations:**

Economic downturns and market fluctuations can affect consumer spending on apparel and textile products, which could affect Vital private limited's sales.

Competition:

Intense competition from domestic and international brands poses a continuing threat to market share and profitability.

Supply chain disruptions:

Supply chain disruptions, such as those caused by natural disasters or geopolitical issues, can impact the availability of raw materials and production.

Changing consumer tastes:

Responding to changing consumer tastes and fashion trends requires continuous adaptation and innovation.

Regulatory changes:

Regulatory changes regarding textiles, labor, and environmental standards can impact production processes and costs.

In summary, Vital private limited. has a strong brand image, a diverse product portfolio, and an extensive retail business, but faces challenges related to market fluctuation, economy of Pakistan and cost control. The company has opportunities for growth through e-commerce, sustainability initiatives, international expansion, and continued product innovation. However, the company must be aware of market fluctuations, supply chain disruptions, and changing consumer preferences that pose potential threats to its business.

LEARNING AS INTERNEE**Duties**

I played an important role in organization during my 42 days of internship by providing new perspectives, energy, and support in a variety of tasks. Although my duties and responsibilities may vary depending on the organization, here are some common tasks that I typically perform.

- I observe and learn about the organization's culture, processes, and operations. This includes understanding the company's mission, values, and goals.
- I often assist with ongoing projects or specific tasks within the department. Research, data analysis, or administrative tasks may be assigned in connection with these projects.
- I was responsible for data entry, data collection, and data analysis to support various departments but majority in human resources.

- I perform general administrative tasks such as filing, copying, managing documents, answering phones, and scheduling meetings. These tasks will help me to develop organizational skills.
- I often conduct research on industry trends, competitors, market analysis, or specific topics related to company operations. Then collect the results and present them to my superiors.
- One of my duties is to host events, conferences, workshops, and marketing campaigns. This includes logistics, coordination, and on-site support during the event.
- In customer-facing roles I interact with customers, answer inquiries, provide information, and help resolve problems.
- I was also responsible for creating reports, presentations, or documents for internal or external use. This may include collecting, formatting, and creating content.
- I also shadowed and mentored by more experienced employees to gain insight into myself in the chosen field.
- HR department head Mr. Shayan Barlas encouraged me to contribute innovative ideas and solutions to existing challenges, fostering a culture of creativity and continuous improvement.
- I also participate in training, workshops, and seminars offered by the organization to improve my skills and knowledge.
- I receive feedback on my performance and progress through regular reviews from their supervisors.
- I also expand my professional network by networking with colleagues, supervisors, and fellow interns, which can be valuable for future career opportunities.
- I was strictly instructed to follow the organization's rules, policies, and ethical standards, and to conduct themselves professionally and in accordance with the company's values.

Accomplishments

- I complete my specific project or task assigned during the internship also include delivering project deliverables, reports, or presentations.
- Acquire and develop a variety of skills related to data analysis, technical skills, communication skills, and problem-solving skills.

- Quickly understand my company's industry, culture, processes, and procedures. This includes adapting to the work environment and organizational expectations.
- Build professional relationships with colleagues, supervisors, and other interns, making valuable connections for future career opportunities.
- Take responsibility for tasks and projects and demonstrate initiative and self-motivation.
- Receive positive feedback and recognition from managers and colleagues regarding the quality of your work, commitment, and contribution.
- Successfully overcome challenges, solve problems, and demonstrate problem-solving skills and ingenuity during your internship.
- Demonstrates a high level of professionalism in dealing with co-workers, clients, and customers and adheres to the organization's code of conduct and ethics.
- Manage time and tasks effectively to meet deadlines and complete work on time.
- Create well-organized reports, documents, or deliverables that meet or exceed your organization's standards.
- Receive advice and mentorship from experienced experts within the company, and actively learn from my expertise.
- Gain the trust of your boss and colleagues to take on more responsibility and a more visible role within my team or department.
- Demonstrates personal and professional growth by taking on challenges outside of my comfort zone and continually seeking opportunities for improvement.
- I can say that I successfully completed accomplishment of all required duties, responsibilities, and goals established by the organization.

Purpose of internship

Reason for Selection

I chose Vital Private Limited because they are a big exporter in the textile industry, and they also have a good HR department in their factory. I was interested in learning more about inner workings. In that sense, Vital Private Ltd provided me with an excellent opportunity to collaborate with them and learn about the HR functions within the factory. They have a large network of agents all around the world.

Vital Private Ltd provided me with excellent insight into the corporate world, notably the international market as well as in Pakistani market.

Personal Objectives

As a new intern, I set out to learn and adapt to the workplace culture, as well as to enhance my skills in areas such as analysis and leadership. And to learn these skills while working with seasoned, professional coworkers.

Field of activity

I worked in several departments during my six-week internship, but the HR Department was where I spent most of my efforts and time because I am currently enrolled in a HR major subject in university.

Reporting duties

During my internship at Vital Private Limited, I reported to the respected Director Mr. Shayan Barlas, who has been a wonderful mentor to me.

Suggestions

During the internship, I noticed that they were not successful in developing new areas. One of the reasons could be that you are waiting for your dollar position to run out due to the dollar exchange rate, or you are buying new raw material inventory for production.

Second, due to lack of time to collect receivables, bills of exchange trading can be suspended to reduce downtime, or bills of exchange due dates can be shortened to be recognized as brand loyal traders. You can also enable the following accordingly. We have a good record of making payments on time.

Conclusion

When it comes to domestic or global consumer markets, student inexperience is a major barrier to learning. During my time at Vital, I was able to better understand my likes and passions. After acquiring this knowledge, you will be able to confidently choose the career path and specific areas of that path that best meet your needs and increase your productivity. My time at Vital was truly rewarding as it allowed me to delve deeper into topics that were of personal interest to me and helped me grow as a person in this very nuanced area. Creating and designing marketing strategies, executing them, gathering feedback from various sources, and improving them over time were all areas where my skills could be utilized. This experience gave me a sense of what a real workplace is like, gathered a wealth of useful information, and honed certain skills that could prove invaluable later. I really appreciate the time I spent at Vital. Because it gave me, who is young and somewhat inexperienced in this job, confidence and helped me identify and address my strengths and weaknesses.

Contact and address:

Call: (052) 4263331

Email: info@vital.com.pk

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Information in this report, such as pictures e.g., is provided by Director Vital Private Limited, HR head and assistant HR head.

Monday

Time	Activities
09:00 AM – 10:00 AM	I met with the staff and other employees
10:00 AM – 11:00 AM	Visited the relationship department.
11:00 AM – 12:00 PM	Then my mentor guided me in performing first task which is to be done on Tuesday
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	I was given with company policy and rules and regulations my mentor advised me to learn it by heart.
03:00 PM – 04:00 PM	I read the policy and tried to learn it.
04:00 PM – 05:00 PM	Windup my task and return to home.

Tuesday

Time	Activities
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09:00 AM – 10:00 AM	Arrived at the office and sat at my place. My mentor asked about policy and rules from me.
10:00 AM – 11:00 AM	He showed me different types of bills that are used during tours of officers.
11:00 AM – 12:00 PM	Then he gave me information of two software
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	Then he tested me whether I could recognize the types of bills that he had shown me and guided me. And after it I was guided to the operations department
03:00 PM – 04:00 PM	Then he guided me the points in every bill which is to be focused or which is important to perform my task and obviously that points carry important information
04:00 PM – 05:00 PM	Windup my task and return to home.

Wednesday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office.

10:00 AM – 11:00 AM	Introduced about the clients dealing section
11:00 AM – 12:00 PM	Senior assigned me task how to deal with them
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	Then I draw table on excel sheet that contain the information of number of clients from different cities of Pakistan
03:00 PM – 04:00 PM	Showed my work to mentor
04:00 PM – 05:00 PM	Windup my task and return to home.

Thursday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office.
10:00 AM – 11:00 AM	Continue the previous day work

11:00 AM – 12:00 PM	Mr. Shayan Barlas guide me, how to contacts with their clients
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	Then I draw table on excel sheet that contain the information of number of clients from different cities of Pakistan
03:00 PM – 04:00 PM	Then my mentor gave me whole working information of the software
04:00 PM – 05:00 PM	Windup my task and return to home.

Friday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office.
10:00 AM – 11:00 AM	Continue the previous day work
11:00 AM – 12:00 PM	Mr. Shayan Barlas discuss with me that how to shortlist the candidates through there CV's.

12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	Then I draw table on excel sheet that contain the information.
03:00 PM – 04:00 PM	Then my mentor taught me how to convey the order to the next step
04:00 PM – 05:00 PM	Wind up my task and return home.

Monday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office.
10:00 AM – 11:00 AM	Mr. Shayan Barlas has taught me about file management
11:00 AM – 12:00 PM	Then visited the documentation room.
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....

02:00 PM – 03:00 PM	My mentor asked me to check the files to see whether it is according to their order or not.
03:00 PM – 04:00 PM	Then I entered the data accordingly.
04:00 PM – 05:00 PM	Windup my task and return to home.

Tuesday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office.
10:00 AM – 11:00 AM	Continue previous day work
11:00 AM – 12:00 PM	Further I was assigned task about gate passes
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....

02:00 PM – 03:00 PM	I checked the gate passes.
03:00 PM – 04:00 PM	Then my mentor taught me how to get reference number from the slip and how to record them
04:00 PM – 05:00 PM	Windup my task and return to home.

Wednesday

Time	Activities
09:00 AM – 10:00 AM	Arrived at the office.
10:00 AM – 11:00 AM	Continue previous day work
11:00 AM – 12:00 PM	I was assigned task about gate passes
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	checked the gate passes.

03:00 PM – 04:00 PM	Then my mentor taught me how to get reference number from the slip and how to record them
04:00 PM – 05:00 PM	Windup my task and return to home.

Thursday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office.
10:00 AM – 11:00 AM	Continue previous day work
11:00 AM – 12:00 PM	I was assigned task about gate passes
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	Then my mentor taught me how to get reference number from the slip and how to record them
03:00 PM – 04:00 PM	Determine all the record about gate pass that shows the delivery records

04:00 PM – 05:00 PM	Windup my task and return to home.
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Friday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office.
10:00 AM – 11:00 AM	Continue previous day work
11:00 AM – 12:00 PM	I was assigned task about gate passes
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	Then my mentor taught me how to get reference number from the slip and how to record them
03:00 PM – 04:00 PM	Determine all the record about gate pass that shows the delivery records
04:00 PM – 05:00 PM	Windup my task and return to home.

Monday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office.
10:00 AM – 11:00 AM	I was introduced with HR department
11:00 AM – 12:00 PM	Attend meetings
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	My senior explains me about their HR strategies
03:00 PM – 04:00 PM	Continues...
04:00 PM – 05:00 PM	Windup my task and return to home.

Tuesday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office.
10:00 AM – 11:00 AM	Take part in making job description of company
11:00 AM – 12:00 PM	Continues
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	Visted different nearby areas.
03:00 PM – 04:00 PM	Continues
04:00 PM – 05:00 PM	Windup my task and return to home.

Wednesday

Time	Activities
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09:00 AM – 10:00 AM	Arrived at office.
10:00 AM – 11:00 AM	Senior gives me data about hiring, emailing and how to pick candidates for interview
11:00 AM – 12:00 PM	Report to the mentor
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	Visted manager office
03:00 PM – 04:00 PM	Attending presentation about performance of employees in organization
04:00 PM – 05:00 PM	Windup my task and return to home.

Thursday

Time	Activities
09:00 AM – 10:00 AM	Arrived at the office.

10:00 AM – 11:00 AM	Off to OKARA for reginal check and balance
11:00 AM – 12:00 PM	Continues.....
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	Mentors explain me about the network over there
03:00 PM – 04:00 PM	Take part in HR campaigns
04:00 PM – 05:00 PM	Windup my task and return to home.

Friday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office.
10:00 AM – 11:00 AM	Start keeping records

11:00 AM – 12:00 PM	Continues.....
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	My mentor asked to check the previous records and compare it
03:00 PM – 04:00 PM	Continues...
04:00 PM – 05:00 PM	Windup my task and return to home.

Monday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office.
10:00 AM – 11:00 AM	My senior introduced about company software they use for evaluation
11:00 AM – 12:00 PM	Continues.....
12:00 PM – 01:00 PM	Lunch Break

01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	Further my mentor explained me the polices for HR department
03:00 PM – 04:00 PM	Continues.....
04:00 PM – 05:00 PM	Windup my task and return to home.

Tuesday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office
10:00 AM – 11:00 AM	I was introduced about the types of vouchers
11:00 AM – 12:00 PM	My senior introduced about the arrangements of vouchers
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....

02:00 PM – 03:00 PM	Do arrangements of files
03:00 PM – 04:00 PM	Continues...
04:00 PM – 05:00 PM	Windup my task and return to home.

Wednesday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office
10:00 AM – 11:00 AM	Counted the bills
11:00 AM – 12:00 PM	And put receiving stamps of on all bills
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	Report to the mentor

03:00 PM – 04:00 PM	Keeping records of vouchers.
04:00 PM – 05:00 PM	Windup my task and return to home.

Thursday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office.
10:00 AM – 11:00 AM	Counted the bills
11:00 AM – 12:00 PM	And put receiving stamps on all bills
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	Keeping records of all the vouchers.
03:00 PM – 04:00 PM	My mentor taught me how to attach voucher in the file.

04:00 PM – 05:00 PM	Windup my task and return to home.
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Friday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office.
10:00 AM – 11:00 AM	Counted the bills
11:00 AM – 12:00 PM	And put receiving stamps on all bills
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	Keeping records of vouchers.
03:00 PM – 04:00 PM	Report to the mentor.
04:00 PM – 05:00 PM	Windup my task and return to home.

Monday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office
10:00 AM – 11:00 AM	My mentor told me about compensation and incentives for employees
11:00 AM – 12:00 PM	Report to the senior
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	Given task of practice on reports.
03:00 PM – 04:00 PM	Continues...
04:00 PM – 05:00 PM	Windup my task and return to home.

Tuesday

Time	Activities
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09:00 AM – 10:00 AM	Arrived at office.
10:00 AM – 11:00 AM	Complete my previous work
11:00 AM – 12:00 PM	Given task
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	Practice task
03:00 PM – 04:00 PM	Report to the senior.
04:00 PM – 05:00 PM	Windup my task and return to home.

Wednesday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office.

10:00 AM – 11:00 AM	Counted the reports
11:00 AM – 12:00 PM	Add data on excel for interviews
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	Formulate data
03:00 PM – 04:00 PM	Report to the mentor.
04:00 PM – 05:00 PM	Windup my task and return to home.

Thursday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office.
10:00 AM – 11:00 AM	Counted the reports

11:00 AM – 12:00 PM	Given task on reports
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	Practice task.
03:00 PM – 04:00 PM	Practice task.
04:00 PM – 05:00 PM	Windup my task and return to home.

Friday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office.
10:00 AM – 11:00 AM	Introduced with the recovery department
11:00 AM – 12:00 PM	Visited for the recovery

12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	Meeting on recovery reports
03:00 PM – 04:00 PM	Continues
04:00 PM – 05:00 PM	Windup my task and return to home.

Monday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office
10:00 AM – 11:00 AM	Finishing the work which is left
11:00 AM – 12:00 PM	Given task
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....

02:00 PM – 03:00 PM	Report to the senior
03:00 PM – 04:00 PM	Practice task.
04:00 PM – 05:00 PM	Windup my task and return to home.

Tuesday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office
10:00 AM – 11:00 AM	Continued to my remaining tasks
11:00 AM – 12:00 PM	Visted to production department
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....

02:00 PM – 03:00 PM	Visited manger production department.
03:00 PM – 04:00 PM	Report to senior
04:00 PM – 05:00 PM	Windup my task and return to home.

Wednesday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office.
10:00 AM – 11:00 AM	Counted the reports
11:00 AM – 12:00 PM	Given by a task
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	Visited to the storage area.

03:00 PM – 04:00 PM	Keeping records of new internees
04:00 PM – 05:00 PM	Windup my task and return to home.

Thursday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office.
10:00 AM – 11:00 AM	Counted the reports
11:00 AM – 12:00 PM	Practice task
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	Making report on selection of candidates
03:00 PM – 04:00 PM	Report to the senior.

04:00 PM – 05:00 PM	Windup my task and return to home.
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Friday

Time	Activities
09:00 AM – 10:00 AM	Arrived at office.
10:00 AM – 11:00 AM	Meeting with head of HR department Mr. Shayan Barlas
11:00 AM – 12:00 PM	Told my experience in company to HR department Head
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Continues.....
02:00 PM – 03:00 PM	Visted for the recovery.
03:00 PM – 04:00 PM	Continues.....
04:00 PM – 05:00 PM	Windup my task and return to home.



VITAL

PRIVATE LIMITED
149 - KASHMIR ROAD SIALKOT - PAKISTAN

**WORK WEAR
LEISURE WEAR
MANUFACTURERS & EXPORTERS**

Phones : (052) 426 3331-5
(5 LINES)

Fax : (052) 426 3330
426 3320

Website : www.vital.com.pk

Email : info@vital.com.pk

Bankers : Habib Bank Ltd.
Paris Road Sialkot

29th August 2023

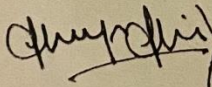
TO WHOM IT MAY CONCERN

This is to certify that Mr. Mirza Abdullah Salman s/o Salman Ahmad having CNIC 35202-9921314-5 student of COMSASTS university Lahore campus (BBA Program) has successfully completed our summer internship in the field of HR from 18th July 2023 to 28th August 2023 in the guidance of our HR department.

During the period of his internship program with us he had been exposed to different process and was found diligent hardworking and inquisitive.

We wish him every success in his life and carrier.

For Vital Private Limited


Shayan Barlas
Head of HR Department



“CUSTOMERS’ SATISFACTION AND WE GUARANTEE IT !!”

PCOMSATS University Islamabad, Lahore Campus
Internship Evaluation Form

To be completed and signed by the Officer/In-Charge/Sectional Head at the Internship Organization

Name of Internee: <u>Misza Abdullah Salman</u>		CIIT Registration No. <u>CII/SP20-BBA-022/LHR</u>
Name of Internship Supervisor at CIIT <u>Madam Huda Riaz</u>		
Name and address of Internship Organization	<u>Vital Private Limited</u> <u>149 - Kashmir Road Sialkot, Pakistan.</u>	
Internship Period:	From: <u>18th July, 2023</u>	To: <u>28th August, 2023</u>

Assigned Tasks/Responsibilities: ① HR Tasks ② Record Keeping ③ Data sheets filling.
 ④ Conducting Interviews ⑤ Phone calls and Internal emails
 ⑥ Labor laws study ⑦ Attending meetings ⑧ Training new interns

Rating: Please grade the Internee performance using the parameters/qualities defined in the left column below.

1: Excellent, 2: Very Good, 3: Good, 4: Average, 5: Below Average, DN: Don't know

Parameters of Evaluations		1	2	3	4	5	DN
1.	Completion of the assigned tasks accurately and timely	✓					
2.	Ability to work under pressure	✓					
3.	Decision making abilities			✓			
4.	Aptitude to work for additional tasks/assignments		✓	✓			
5.	Ability to work independently		✓	✓			
6.	Ability to work as a team member		✓	✓			
7.	Working relationship with staff	✓					
8.	Analytical ability to resolve problems		✓				
9.	Aptitude to accept responsibility				✓		
10.	Customer relationship management		✓	✓			
11.	Creativity at work	✓	✓				
12.	Dress code	✓					
13.	IT skills	✓					
14.	Written communication skills		✓	✓			
15.	Verbal communication skills		✓	✓			
16.	Sense of social responsibility		✓	✓			
17.	Common work ethics compliance		✓	✓			
18.	Leadership skills		✓	✓			
19.	Entrepreneurial skills				✓		
20.	The courage to accept mistakes/errors				✓		

Remarks/Recommendations (if any)
Good attitude, spirit and dedication towards work.
Shown interest in HR activities and does job accurately.

Dated 31-08-2023
 Evaluator

Name and Designation of the
Zohar Ali / HR Manager

Stamp
 Signature



Signature
 Zohar Ali

