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Department of Management Sciences



DESIGNTEX (SMC-PRIVATE) LIMITED

A PROJECT OF SAPPHIRE GROUP

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Acknowledgments

In the name of ALLAH, the Most Beneficial and the Most Merciful. ALHAMDULILLAH, all glory to Allah, who bestowed upon me his innumerable blessings and gave me the ability to successfully finish my internship program and also Many greetings to the HOLY PROPHET HAZRAT MUHAMMAD (ﷺ), who is a comprehensive guidebook for the entire world and a symbol of humanity and magnificence.

I am sincerely obliged to my internship supervisor Namrah Ashraf, Lecturer, COMSATS University Islamabad (Lahore campus), for her valuable assistance, intelligence, ability to examine situations and counselling.

I am genuinely appreciative to my manager Sajjad Haider and supervisor Tanveer Anjum for their full cooperation during my internship at Sapphire textiles.

NAWAL ZULFIQAR

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EXECUTIVE SUMMARY

I was in the process of selecting that where I should do my internship and one of the options I was seriously considering is working in a human resource management in a textile company in Pakistan. This choice stems from my desire to acquire in-depth insights into both the textile industry and the human resource sector of Pakistan. The reason behind this preference is that Pakistan's textile industry is renowned for exporting a substantial 67% of its production, and I am keen to gain valuable knowledge in these specific areas through practical experience.

So, I chose to do my internship at Lahore's famous textile brand named Sapphire textile mill and I completed my internship in six weeks, from 20-July-2023 to 1-Sep-2023. Report of my internship focuses on my invaluable experience of data processing and employee behavior understanding abilities acquired by me throughout my internship period. My confidence for preparedness for future chances has been improved due to provision of professional advancements from my internship program. Also it has given me valuable insights on career development. I had spent a lot of time in working on both computers and papers. I have to communicate with the employers and workers in addition to filing their documents and putting their data into my decibel. In order to study their data, I also need to employ a variety of formulae in Microsoft Excel.

Chapter 1: INTRODUCTION

1.1 History:

Sapphire is a reputable and well-known textile and apparel brand from Pakistan. Since its launch in 2014, it has a major influence on the fashion sector. Sapphire has grown to be a popular brand among many fashion-conscious people, especially ladies, thanks to its chic designs, high-quality goods, and extensive assortment of apparel alternatives.

The stylish team at Sapphire Retail Limited founded Sapphire. The brand's commitment to offering premium fabrics and stylish apparel helped it become well-known in instance of time. Sapphire's goal from the start has been to provide stylish yet reasonably priced solutions for ladies who want to always stay in style. They have continuously produced works in keeping with this goal. Sapphire is a famous and well-known Pakistani textile and clothing brand. Its 2014 introduction has had a significant impact on the fashion industry. Sapphire has become a well-known brand among many stylish individuals, particularly women, because of its elegant designs, premium products, and wide range of clothing options that showcase the newest styles in clothing.



1.1.1 Product Range:

Sapphire offers a wide range of products to meet different fashion requirements. Usually, their collections include:

Unstitched Fabrics: Sapphire has a large collection of unstitched materials, such as chiffon, silk, and lawn. Because of the superior quality of these materials, clients can customize their clothes to suit their tastes.

Ready-to-Wear Collections: Sapphire offers ready-to-wear lines in addition to unstitched textiles. These collections feature a wide range of styles, from dressy evening wear to everyday casual.

Accessory: Sapphire sells a variety of trendy accessories in addition to apparel. Customers can get handbags, jewelry, and scarves all in one location to finish their ensemble.

1.1.2 Quality and Craftsmanship:

The commitment that sapphire has made to make fine fabric and textile is the best benefit that they offer to their customers. Their goods are constructed with premium components and textiles that are well-known for being long-lasting and comfortable. They have earned the loyal customers, who knows the worth of good quality with perfect style, because of their great focus on these features.

1.1.3 Retail Presence:

Due to their robust online presence along with their physical retail stores and brand outlets they had made it very convenient for the customers to shop online from their places with ease. Apart from online stores and online shoppings sapphire textile industries has also put great effort in making their substantial retail presence by making their brand outlets in most of the major cities of Pakistan like Lahore, Karachi and Islamabad.

1.1.4 Fashion Shows and Collaborations:

There is active participation of Sapphire textiles in Pakistan's fashion business. To magnify the brand image Sapphire textiles has also participated actively in numerous fashion shows to display and flaunt their newer designs and articles and has also collaborated with other well-known designers.

1.1.5 Global Reach:

Even though Sapphire originally belonged to Pakistan, it had worked a lot and gain vast recognition all over the world. Now they can serve to the International market through their online stores. This global exposure has enabled them to showcase their native fashion to a broader audience all over the world.

1.1.6 Social Responsibility:

There is also active participation of Sapphire textile industries in social responsibility programs. Their contributions to a range of causes, such as healthcare and education, demonstrate their dedication to giving back to the community.

In conclusion, Sapphire is a well-known textile and fashion brand from Pakistan that, since its founding in 2014, has achieved great success in the market. It is renowned for its broad selection of products, recurring themes in its collections, and steadfast dedication to style and quality. Sapphire, especially for women, has cemented its position as the go-to brand for stylish and reasonably priced fashion options with its robust retail presence and global reach.

1.2 Organizational Culture:

Sapphire's primary goal is to establish a work environment where each employee has equal opportunity to develop their potential in addition to feeling appreciated and included. They genuinely think that encouraging an inclusive workplace culture is not only the right thing to do, but also a major factor in innovation, hiring new talent, and keeping existing talent. Their basic values, people, relationships, integrity, diversity, and environmental stewardship are the foundation of their dedication to inclusivity and equal opportunity. Their commitment to putting people first is at the core of who they are. Each member of the Sapphire family is valued as an essential member. They understand that our staff members are more than just employees and they are the foundation of our company. Their efforts are motivated by this recognition.

They consider protecting the environment to be fundamental to their values, not just a duty. They think that the health of their workers and the communities they serve depend on a healthy workplace.

Employees are encouraged to bring their whole selves to work in an inclusive environment. When people with different backgrounds work together, they can contribute special viewpoints and insights that can result in more creative ideas and solutions. Employees that feel included are more likely to be fully engaged, take chances, and follow their passions. Better skill development and personal development may result from this. When workers are aware of the value placed on their contributions, they are more inclined to make personal development investments..

1.3 Mission and Vision



Mission:

The primary mission of sapphire textile mills involves fulfillment of our goal to meet the needs of our clients by becoming a leading supplier of yarns, fabrics, and other goods into the markets that we use to serve. We can achieve this goal by providing exceptional clients service, high quality sales, and manufacturing by making a collaborative environment among all staff members. We are committed to hold our moral values of honesty, equity, and honour in all of our dealings with stakeholders, including the fellow workers and customers.

Vision:

Sapphire textiles industry's vision is to become one of the top textile companies which could be acknowledged for its adaptability, quickness, high standards of quality and technology advancements. Our huge success can benefit our customers which can be achieved by motivating our workforce to bring their innovative ideas. Their innovation and skills will improve manufacturing processes with certain quality standards. This industry is designed to maintain expertise and understanding regarding our company and clients.

A variety of skill development opportunities and creation of safest work environment makes our workforce most productive in the community sector. The outstanding members of our industry, by their motivation and their skills, makes this vision of the industry comes true.

1.4 Yarn:

- **Denim:** Denim has a fascinating history that reflects its evolution from a utilitarian workwear fabric to a prominent fashion icon. It has transitioned from being a basic and durable material used primarily by laborers and miners to a symbol of style and individuality on the streets of major fashion capitals like Paris and Berlin.

Denim's popularity transcends gender and age boundaries, making it a beloved garment among men, women, and children. Its practicality, comfort, and timeless appeal have contributed to its widespread acceptance.

In Pakistan, sapphire play a pivotal role in this denim revolution by providing high-quality yarn to customers worldwide. Their access to various yarn manufacturing resources places them at the forefront of the denim and fashion movement in the country. This means they are not only witnessing the denim trend but actively shaping and driving it, contributing to the growth and influence of denim fashion in Pakistan and beyond.

- **Work Wear:** Sapphire have made special kinds of threads for the clothes that meal servers, nurses, fire fighter, and industrial workers wear. This is because they care about people's safety. They use material like

polyester, fire resistant stuff, Modacrylics, and strong aramids to make sure their workers, doctors, and others in tough jobs feel safer and more protected.

- **Home Textile:** Sapphire is passionate about homes, which is why they work hard to create yarns that keep homes toasty and comfortable. They use various materials to create yarns that are used to make items like cozy bedsheets and furniture covers. They produce yarns that are ideal for producing luxuriously soft bed linens. People can rest easy knowing that these yarns guarantee a good night's sleep. Additionally, their yarns are designed for upholstery, which includes materials for covering furniture like couches and chairs. Because of this, furniture is both aesthetically pleasing and cozy to sit on. These yarns are produced using a range of raw materials. This wide range of materials makes it possible to accommodate various tastes and fashions, which eventually adds to the comfort.

1.5 Raw Materials

Various raw materials are employed in the sapphire industry, including:

- Stretch Filaments
 - Lycra
 - Lycra Anti-slip
 - Creora
 - XLA
 - T400
 - CM-800
- Cellulosic Fibers
 - Flax Fiber
 - Bamboo
 - Hemp
 - Linen
 - Tencell
 - Viscose
 - Modal

- Functional fibers
 - CICLO Polyester
 - Antistatic Fiber
 - Meta Aramid
 - Para Aramid
 - Nylon
 - Protex M
 - Sustan
- Polyesters
 - Virgin Polyester
 - High strength polyester
 - High strength black poly
 - Biodegradable polyester
 - Anti-Microbial Polyester
 - Terylene Polyester
- Cotton
 - Australian cotton
 - USA PIMA cotton
 - Greek ELS
 - Egyptian cotton
 - Pakistani Cotton
- Sustainable and recycled raw materials
 - Post industrial waste
 - Post consumer waste
 - Lycra ecomade
 - Coolmax Ecomade
 - Thermolite Ecomade
 - Regene
 - Roica
 - Ecovero

1.6 Personal Experience

As a human resource management intern at Sapphire Textile Mill, I was in charge of keeping thorough records of everyday activities of the staff members. This entails monitoring their work schedule, the tasks they are given, and any pertinent performance information. Additionally, I managed and arranged Excel spreadsheets that contained data about workers and employees, such as their social security numbers, medical records, registration forms, educational records, old age benefits, and other pertinent data that the HR department required for a variety of uses. By doing this, the organization and accessibility of all the information for internal decision-making and reporting is guaranteed.

The Sapphire Textile Industry internship provided me with a great opportunity to learn. I was really good at networking, problem-solving, and multitasking. I kept a journal throughout my time there in which I recorded my daily learnings, my supervisor's feedback, my strengths, my shortcomings, and my areas in need of development. I was able to identify my areas of improvement and gain a better understanding of myself thanks to this diary.

My supervisor provided me with invaluable advice and assistance. They provided me with numerous forms of mentoring, which made my internship at this company incredibly fulfilling

Chapter 2: Business Operations

2.1 Organizational structure

- **HR, Admin, and Security**

HR: Oversees hiring, onboarding, and payroll of staff.

Admin: Manages general administrative duties such as office administration.

Security: Guarantees the assets and facilities of the organization are safe and secure.

- **Finance**

Oversees the management of the company's finances, including reporting, financial planning, and budgeting. It is in charge of obtaining the money required to export the company's goods.

- **Audit**

Carries out internal audits to verify adherence to rules and policies. finds and fixes disparities in finances.

- **IT and Technology**

Includes the technology and IT infrastructure required for the organization's operations. oversees the organization's engineering, hardware, and software departments.

- **Quality Control**

Focuses on the caliber of the materials that go into the products made by the company. To maintain high standards of quality, fiber identification and stringent laboratory testing are required.

- **Marketing**

Oversees marketing initiatives like product promotion and merchandising. In charge of market research and product sampling as well.

- **Supply Chain**

Plans and manages production to guarantee effective manufacturing procedures. To achieve production targets, it creates time and action plans.

oversees the scheduling and procurement of supplies required for product production.

- **Garments**

Focuses on the manufacturing of apparel. Cutting fabric, sewing clothes, dyeing fabric, and cleaning denim items are all included.

- **Product Delivery**

Receives completed goods and moves them to the storage facility. It arranges the cargo and logistics of delivering goods to customers on time.

Together, these divisions create a thorough framework for managing every facet of the business's operations, from finance and human resources to product quality and delivery.

2.2 SWOT Analysis

2.2.1 Strengths:

- Sapphire is known for producing high-end apparel and accessories. Because it fosters consumer loyalty and trust, this brand recognition is a major asset. Sapphire's strong brand image has been bolstered by its consistent delivery of fashionable and expertly crafted products.
- Sapphire provides a broad selection of apparel and accessories for men, women, and kids, among other demographics. Because of its diversity, the brand can serve a wider range of consumers, expanding its market and increasing its sales potential.

- The company is renowned for employing premium components and upholding strict manufacturing guidelines. Customers will receive value for their money and the brand will build lasting relationships as a result of this dedication to quality.
- Sapphire has open its retail store all over the world especially in Pakistan where it actually belongs.so, it has made a significant influence on retail side. Its products are easily accessible to a broad spectrum of customers because of its vast retail network and this raises brand recognition among people of every sector.
- The online stores of Sapphire textile brand has developed into a vital channel for sales and marketing. Sales potential has been increased and client convenience has enhanced globally due to expanding of brands reach

2.2.2 Weaknesses:

- Sapphire's relatively high price point is one of its drawbacks. Sapphire products might seem pricey to some customers, which would reduce the brand's attractiveness to budget-conscious buyers. This pricing may result in lost opportunities to draw in more clients.
- Sapphire has a website, but compared to some international fashion brands, its reach is not as extensive abroad. There is room for growth if it wants to increase its footprint in foreign markets.
- There is fierce competition among the fashion industry's brands as they compete for consumers' attention. Sapphire must contend with rivalry from both well-known and up-and-coming companies, which can make it difficult to stand out in a crowded market.
- Seasonal fashion trends are closely linked to sapphire's success. Fashion trends are cyclical, which can make inventory management difficult if a brand can't predict customer preferences with enough accuracy.

2.2.3 Opportunities:

- There is a lot of potential to grow the brand internationally. Entering new markets can open up new revenue streams and broaden the brand's consumer base, especially in areas where the middle class is expanding.
- Sapphire stands to gain from the growing trend of sustainable fashion. Using eco-friendly procedures and procuring sustainable materials can improve a brand's reputation and draw in customers who care about the environment.
- Sapphire has a profitable opportunity to sell products online because the e-commerce market is still growing. To increase its market share in the online fashion space, the company can spend money on digital marketing, user experience upgrades, and customized online shopping.
- Working with well-known celebrities or fashion designers can create buzz and draw in a larger audience. These collaborations may result in limited-edition collections that excite customers and boost sales.

2.2.4 Threats:

- Economic fluctuations and recessions can significantly impact consumer spending on fashion items. During economic downturns, consumers tend to be more budget-conscious, potentially affecting Sapphire's sales and profitability.
- The fashion industry is highly dynamic, with consumer preferences constantly evolving. Staying attuned to these shifts is crucial to remain relevant. Failure to adapt to changing trends can lead to declining sales.
- The presence of counterfeit products can harm the brand's reputation and reduce sales. Counterfeit goods can undercut Sapphire's market share and erode consumer trust if not effectively addressed.
- Disruptions in the supply chain, such as those experienced during the COVID-19 pandemic, can lead to production delays, inventory shortages, and logistical challenges. These disruptions can impact the brand's ability to meet customer demand and result in financial losses.

2.3 Marketing strategy:

Sapphire textiles applies different marketing strategies by using different techniques. Their first priority is to offer the products which are of best quality at normal prices so that bigger market can use their products and those who cannot afford expensive products can also buy quality products from sapphire. Apart from this, they offer huge sales on their most of products (stitched and unstitched clothes, beddings etc.) at a beginning and end of the season that allows many people to buy their beautiful and good quality products at a lower rate. Huge sales are given on stores shopping and even in online shopping by displaying their different articles to attract customers from bigger market. They Create and maintain a user-friendly website that showcases their textile products and articles. Along with the efforts of attracting new customers, they also work on keeping existing customers loyal to them by offering them higher quality garments at lower prices. Sapphire has also given opportunity of exchange policy even on sales products. They Identify their target customers, including their preferences, demographics, and needs. This information guide their marketing efforts.

They Produce high-quality content related to textiles, such as blog posts, articles, or videos, that can educate and engage their audience. This content can help establish them as an industry expert. Utilizing social media platforms to showcase their textile products, sharing industry news, and engaging with their audience. Visual platforms like Instagram and Pinterest work particularly well for showcasing textiles products.

They Encourage satisfied customers to leave reviews and testimonials on their website or review platforms. Positive reviews can build trust and credibility and attracts more customers because most of the time online customers do shop based on the reviews from other customers. Moreover, they Provide excellent customer service to build a positive reputation. Happy customers are more likely to recommend your products to others.

They sell their products according to the needs of the weather. In simple terms, what people wear and what sells well can vary based on where you are

and what the weather is like there. Their marketing strategies are flexible and adaptable which is a must for a successful business.

2.4 Competitive strategy

The competitive strategies that Sapphire textile mills have applied to gain and advantage over its competitors or achieving its goals in the market place are as follows

- The organization of Sapphire textiles focuses on becoming the lowest-cost producer in its industry. This strategy aims to offer products or services at the lowest possible prices, which can attract price-sensitive customers and provide a competitive advantage by entertaining larger market.
- Sapphire textiles emphasizes on creating unique and distinctive products or services that stand out in the market. This differentiation can be based on quality of products and services, their design, features, or brand image. Differentiated products often command premium prices. This strategy greatly helped in entertaining people from different hierarchies. Price sensitive customers along with elite class customers had expanded the market size.
- innovation and also some new aspects of the existing products which made it more acceptable for diverse customers and made it stay ahead of the competition.
- Customer centric strategy is focused a lot in Sapphire textiles which involves understanding and meeting the specific needs and desires of the customers that lead to a competitive advantage. This may also involve personalized marketing, exceptional customer service, or building strong customer relationships.
- Efficiency in operating procedures and services can serve a competitive advantage. So, Sapphire textiles emphasize in improving operational efficiency, reducing costs and better overall performance.
- This organization is flexible and adaptable to changing market conditions and customer preferences. This strategy is essential in rapidly evolving industries and provides advantage over other markets in competition.

2.5 Business process analysis

Business Process Analysis for Sapphire Fashion Brand includes Customer Engagement, Marketing and Promotion. Sapphire employs a multi-channel marketing strategy, leveraging social media, email marketing, and influencer collaborations to engage customers and create brand awareness. After this Customer Feedback is very important. The brand actively collects customer feedback through online surveys, in-store feedback forms, and social media interactions, using this input to refine product offerings and customer experiences.

Sapphire maintains a dedicated trend analysis team that closely monitors fashion trends through market research, runway shows, and trade publications. The design team creates prototypes, conducts fit and quality tests, and iterates on designs to ensure the final products meet the brand's quality standards and customer's diverse needs. Sapphire emphasizes responsible sourcing, working with suppliers that adhere to ethical and sustainable practices.

Sapphire's manufacturing facilities are equipped with modern machinery and follow a 'lean' production model to minimize waste and maximize efficiency. The brand places a strong emphasis on ethical and sustainable production, with certifications for fair labor practices and environmentally friendly manufacturing processes. Sapphire maintains a balance between physical retail stores and e-commerce, offering a seamless online shopping experience with user-friendly features.

The customer service team efficiently handles returns and exchanges, aiming for quick resolution to maintain customer satisfaction. Customer complaints are tracked and addressed promptly, and trends are monitored to identify areas for improvement.

Sapphire is at the forefront of technological innovation, utilizing AI and augmented reality (AR) for personalized shopping experiences and virtual try-ons. The brand constantly benchmarks its performance against key competitors, identifying areas of competitive advantage and areas for improvement.

Sapphire actively works to minimize its environmental footprint through initiatives like sustainable packaging and responsible waste management.



Chapter 3: Learning outcomes

3.1 Duties

In my six weeks of internship at sapphire textiles factory,

- I have performed various duties which are scanning, printing and arrangement of various documents of the workers in the factory.
- I had worked a lot on Microsoft excel using its various formulas.
- I had filled and arranged the social security cards of the workers.
- I had reviewed file on “Employees Old Age Benefits Institution”.
- The educational data of employees had been filled by me on “my Decibel”. Apart from this I had also entered data of newly hired workers in my Decibel.
- I had learned the whole attendance pattern of employees. Arranging large amount of data in MS excel and also in my Decibel.
- I had done scanning, printing and arrangement of medical form of workers in their file and making a proper separate file of each worker.
- I had also worked on PESSI eHRRMIS\ MS Excel.

3.2 Accomplishments

After working as a human resource management (HRM) internee, I have learnt a lot of things by interacting with different people working at different positions from workers to their managers.

- i. I have learned how to record and maintain employees active data and I have arranged the documents of each worker individually by filling, scanning, printing and attaching them in a file.
- ii. I have played my role in implementing the new HR software, streamlining HR processes and improving data accuracy. All the main activities of sapphire factory is done on “my decibel” so, I learned to use my decibel and learned how I can take a data of any worker or employee. I can also see data of single or more than one worker. Records of Daily Attendance of personnels can be checked on my decibel.
- iii. I have learned the process of hiring new workers by entering their data (educational data, medical conditions and identity card information etc.) in my decibel and I have also learned how to do termination of workers.
- iv. I have learned a lot about employee relationship management that how I can accomplish my assigned task in a team with greater teamwork and also if I am working individually. I have learned to resolve and actively participating in resolving any kind of conflict in employees by successfully mediating disputes, resulting in improved workplace harmony and communication.
- v. I have worked a lot on my communication skills so that I can understand how I can communicate effectively with employee of any rank. I had developed strong verbal and written communication skills when interacting with employees and conducting interviews.
- vi. Time management is an important factor that I have learned in my internship. Effectively managing multiple HR tasks, ensuring that all the processes were completed in a timely manner and meeting the deadlines consistently without any delays.
- vii. I have learned to maintain a high level of confidentiality and respect for data privacy in handling sensitive HR information and managing workers

files and their medical data, ensuring compliance with legal requirements and fostering trust among employees.

- viii. I have learned arranging and analyzing large amount of data in MS Excel by using different formulas and extracting data to enter in my decibel.

3.3 Acquired knowledge

A new knowledge that I acquired during my internship at sapphire textiles includes some basic activities and one of most important activity includes learning to work on my decibel. I have learned

- Hiring of new workers and employees and entering their data in my decibel
- Removing data or inactivating any worker who left factory at least 3 months before.
- How to record data for employees in their files
- How to manage time while doing different tasks at work
- Arrangement and management of large quantity of data in MS Excel by using different formulas.
- How to work on PESSI eHRRMIS/ Excel.
- Effective communication with employees and resolving conflicts without demotivating anyone.
- Gain knowledge of using different formulas in MS Excel.

3.4 Problems encountered

Following are the problems I have encountered in sapphire textile mills;

- i. There were great internet issues in the factory which interrupts workflow. While working on websites and software, I have to face internet disruptions a lot of time which causes delays in completing assigned tasks.
- ii. Employees could not effectively explain things since they lacked qualifications while having knowledge of the working activity. They knew how to perform their tasks, but they were unable to explain.
- iii. Despite having all advanced technologies, Sapphire textile factory lacks skilled and well-trained staff who knows how to operate those advance

and innovative technology.

- iv. All factory employees whether they are at high, medium, and low levels, are ordered to must report the work on time and should follow strict rules, while workers from the middle class are required to stay late and work overtime.
- v. There was no proper cafeteria. Canteen have very small suffocated area where workers cannot sit and enjoy their meal which make then exhausted and lower the energy of workers who have been working there for such long hours and even spending overtime there.

3.5 Impacts of experience on career

Throughout my six-week internship program at Sapphire Textile mills, I acquired a comprehensive understanding of data handling and record-keeping processes. I learned how to effectively communicate with new team members and engage in discussions related to company matters, deepening my knowledge in these areas. Furthermore, the experience provided me with valuable skills in business administration, enabling me to apply what I had learned in a real-world setting. After the internship, I gained insights into managing employee behavior and fostering a positive work environment, which has been incredibly beneficial in my professional development. Interning in well developed organization allows me to explore my chosen field helping me in confirming it if is the right fit for my long-term career or not. This clarity is crucial for making informed career decisions.

Internship provides a platform for personal and professional growth. I learnt to adapt to a professional environment, handling responsibilities and face challenges head-on. The confidence gained from a successfully completing an internship can boost self-assuredness in interviews and on the job, contributing to overall career success.

I am really happy with my internship, because I have gained a lot of valuable experience. I know this will be a great help for me when I will be looking for jobs and need references. I was worried at first, but now I am glad that I did it. No matter how things change, I hope the core class remains the same.

Chapter 4: Conclusion

Sapphire is well-known in the textile industry for doing a great job efficiently. They always want to get even better, even though they are already quite good. Although, they face tough competition from other companies, but they use innovation, new technology and smart employees to stay strong. The people who work there are dedicated and always look for ways to make the company better and grow. My internship program with them was amazing. I have learned how to work well and also I have improved my communication, teamwork, and decision-making skills at the organization.

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COMSATS UNIVERSITY ISLAMABAD, LAHORE

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ROLL NO: SP20-BBA-127

SECTION: A

INTERNSHIP DURATION: 20-07-2023 ----- 01-09-2023

INTERNSHIP IN ORGANIZATION: SAPPHIRE

Weekly Report of Internship

Week 1

Thursday

Time	Activities
09:00 AM – 10:00 AM	Introduction of organization and faculty
10:00 AM – 11:00 AM	Introduction of organization and faculty
11:00 AM – 12:00 PM	Introduction of organization and faculty
12:00 PM – 01:00 PM	Introduction of organization and faculty
01:00 PM – 02:00 PM	Break time
02:00 PM – 03:00 PM	Face scanning for attendance
03:00 PM – 04:00 PM	Entry card issuance
04:00 PM – 05:00 PM	Winding up

Friday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Working on Microsoft excel
11:00 AM – 12:00 PM	Working on Microsoft excel
12:00 PM – 01:00 PM	Working on Microsoft excel
01:00 PM – 02:00 PM	Jummah break
02:00 PM – 03:00 PM	Jummah break
03:00 PM – 04:00 PM	Working on Microsoft excel
04:00 PM – 05:00 PM	Windup and leaving attendance

Saturday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table arrangement
10:00 AM – 11:00 AM	Documents arrangement
11:00 AM – 12:00 PM	Documents arrangement
12:00 PM – 01:00 PM	Documents arrangement
01:00 PM – 02:00 PM	Break
02:00 PM – 03:00 PM	Arrange the workers data
03:00 PM – 04:00 PM	Arrange the workers data
04:00 PM – 05:00 PM	Windup and attendance

Week 2

Monday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Learning and practice of excel formulas
11:00 AM – 12:00 PM	Learning and practice of excel formulas
12:00 PM – 01:00 PM	Learning and practice of excel formulas
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Learning and practice of excel formulas
03:00 PM – 04:00 PM	Learning and practice of excel formulas
04:00 PM – 05:00 PM	Windup and leaving attendance

Tuesday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Worker's Medical forms scanning and their arrangement with other documents
11:00 AM – 12:00 PM	Worker's Medical forms scanning and their arrangement with other documents
12:00 PM – 01:00 PM	Worker's Medical forms scanning and their arrangement with other documents
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Worker's Medical forms scanning and their arrangement with other documents
03:00 PM – 04:00 PM	Worker's Medical forms scanning and their arrangement with other documents
04:00 PM – 05:00 PM	Windup and leaving attendance

Wednesday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Worker's Medical forms scanning and their arrangement with other documents
11:00 AM – 12:00 PM	Worker's Medical forms scanning and their arrangement with other documents
12:00 PM – 01:00 PM	Worker's Medical forms scanning and their arrangement with other documents
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Worker's Medical forms scanning and their arrangement with other documents
03:00 PM – 04:00 PM	Worker's Medical forms scanning and their arrangement with other documents
04:00 PM – 05:00 PM	Windup and leaving attendance

Thursday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Worker's Medical forms scanning and their arrangement with other documents
11:00 AM – 12:00 PM	Worker's Medical forms scanning and their arrangement with other documents
12:00 PM – 01:00 PM	Worker's Medical forms scanning and their arrangement with other documents
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Worker's Medical forms scanning and their arrangement with other documents
03:00 PM – 04:00 PM	Worker's Medical forms scanning and their arrangement with other documents
04:00 PM – 05:00 PM	Windup and leaving attendance

Friday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Scanning and printing of workers medical forms
11:00 AM – 12:00 PM	Scanning and printing of workers medical forms
12:00 PM – 01:00 PM	Scanning and printing of workers medical forms
01:00 PM – 02:00 PM	Jummah break
02:00 PM – 03:00 PM	Independence Day celebration
03:00 PM – 04:00 PM	Independence Day celebration
04:00 PM – 05:00 PM	Windup and leaving attendance

Saturday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Work on MS excel
11:00 AM – 12:00 PM	Work on MS excel
12:00 PM – 01:00 PM	Work on MS excel
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Work on MS excel
03:00 PM – 04:00 PM	Work on MS excel
04:00 PM – 05:00 PM	Windup and leaving attendance

Week 3

Monday

Time	Activities
09:00 AM – 10:00 AM	Attendance and seat settlement
10:00 AM – 11:00 AM	Arrangement of workers documents
11:00 AM – 12:00 PM	Arrangement of workers documents
12:00 PM – 01:00 PM	Arrangement of workers documents
01:00 PM – 02:00 PM	Break time
02:00 PM – 03:00 PM	Take a round of factory
03:00 PM – 04:00 PM	Factory roundup
04:00 PM – 05:00 PM	Windup and leaving attendance

Tuesday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Work on MS excel
11:00 AM – 12:00 PM	Work on MS excel
12:00 PM – 01:00 PM	Work on MS excel
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Fill the social security registration cards for workers
03:00 PM – 04:00 PM	Fill the social security registration cards for workers
04:00 PM – 05:00 PM	Windup and leaving attendance

Wednesday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Fill the social security registration cards for workers
11:00 AM – 12:00 PM	Fill the social security registration cards for workers
12:00 PM – 01:00 PM	Fill the social security registration cards for workers
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Fill the social security registration cards for workers
03:00 PM – 04:00 PM	Fill the social security registration cards for workers
04:00 PM – 05:00 PM	Windup and leaving attendance

Thursday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Learning attendance pattern on company’s “my decibel”
11:00 AM – 12:00 PM	Learning attendance pattern on company’s “my decibel”
12:00 PM – 01:00 PM	Learning attendance pattern on company’s “my decibel”
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Working on MS excel
03:00 PM – 04:00 PM	Working on MS excel
04:00 PM – 05:00 PM	Windup and leaving attendance

Friday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Working on MS excel
11:00 AM – 12:00 PM	Working on MS excel
12:00 PM – 01:00 PM	Working on MS excel
01:00 PM – 02:00 PM	Jummah break
02:00 PM – 03:00 PM	Jummah break
03:00 PM – 04:00 PM	Fill the social security registration cards for workers
04:00 PM – 05:00 PM	Windup and leaving attendance

Saturday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Fill the social security registration cards for workers
11:00 AM – 12:00 PM	Fill the social security registration cards for workers
12:00 PM – 01:00 PM	Fill the social security registration cards for workers
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Fill the social security registration cards for workers
03:00 PM – 04:00 PM	Fill the social security registration cards for workers
04:00 PM – 05:00 PM	Windup and leaving attendance

Week 4

Monday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Learning workers file on “EMPLOYEES OLD AGE BENEFITS INSTITUTION”
11:00 AM – 12:00 PM	Learning workers file on “EMPLOYEES OLD AGE BENEFITS INSTITUTION”
12:00 PM – 01:00 PM	Learning workers file on “EMPLOYEES OLD AGE BENEFITS INSTITUTION”
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Filling employee’s educational data on “my decibel”
03:00 PM – 04:00 PM	Filling employee’s educational data on “my decibel”
04:00 PM – 05:00 PM	Windup and leaving attendance

Tuesday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Filling employee’s educational data on “my decibel”
11:00 AM – 12:00 PM	Filling employee’s educational data on “my decibel”
12:00 PM – 01:00 PM	Filling employee’s educational data on “my decibel”
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Filling employee’s educational data on “my decibel”
03:00 PM – 04:00 PM	Filling employee’s educational data on “my decibel”
04:00 PM – 05:00 PM	Windup and leaving attendance

Wednesday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Entering data of new workers in “my decibel”
11:00 AM – 12:00 PM	Entering data of new workers in “my decibel”
12:00 PM – 01:00 PM	Fill the social security registration cards for workers
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Fill the social security registration cards for workers
03:00 PM – 04:00 PM	Fill the social security registration cards for workers
04:00 PM – 05:00 PM	Windup and leaving attendance

Thursday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Entering data of new workers in “my decibel”
11:00 AM – 12:00 PM	Entering data of new workers in “my decibel”
12:00 PM – 01:00 PM	Fill the social security registration cards for workers
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Fill the social security registration cards for workers
03:00 PM – 04:00 PM	Fill the social security registration cards for workers
04:00 PM – 05:00 PM	Windup and leaving attendance

Friday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Entering data of new workers in “my decibel”
11:00 AM – 12:00 PM	Entering data of new workers in “my decibel”
12:00 PM – 01:00 PM	Filling employee’s educational data on “my decibel”
01:00 PM – 02:00 PM	Jummah break
02:00 PM – 03:00 PM	Jummah break
03:00 PM – 04:00 PM	Filling employee’s educational data on “my decibel”
04:00 PM – 05:00 PM	Windup and leaving attendance

Saturday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Filling employee’s educational data on “my decibel”
11:00 AM – 12:00 PM	Filling employee’s educational data on “my decibel”
12:00 PM – 01:00 PM	Filling employee’s educational data on “my decibel”
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Filling employee’s educational data on “my decibel”
03:00 PM – 04:00 PM	Filling employee’s educational data on “my decibel”
04:00 PM – 05:00 PM	Windup and leaving attendance

Week 5

Monday

Time	Activities
09:00 AM – 10:00 AM	Independence Day holiday
10:00 AM – 11:00 AM	Independence Day holiday
11:00 AM – 12:00 PM	Independence Day holiday
12:00 PM – 01:00 PM	Independence Day holiday
01:00 PM – 02:00 PM	Independence Day holiday
02:00 PM – 03:00 PM	Independence Day holiday
03:00 PM – 04:00 PM	Independence Day holiday
04:00 PM – 05:00 PM	Independence Day holiday

Tuesday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Learning and working on Punjab workers welfare fund (pwwf) form
11:00 AM – 12:00 PM	Learning and working on Punjab workers welfare fund (pwwf) form
12:00 PM – 01:00 PM	Learning and working on Punjab workers welfare fund (pwwf) form
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Arrange large amount of data in “my decibel”
03:00 PM – 04:00 PM	Arrange large amount of data in “my decibel”
04:00 PM – 05:00 PM	Windup and leaving attendance

Wednesday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Arrange large amount of data in “my decibel”
11:00 AM – 12:00 PM	Arrange large amount of data in “my decibel”
12:00 PM – 01:00 PM	Arrange large amount of data in “my decibel”
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Filling employee’s educational data on “my decibel”
03:00 PM – 04:00 PM	Filling employee’s educational data on “my decibel”
04:00 PM – 05:00 PM	Windup and leaving attendance

Thursday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Filling employee’s educational data on “my decibel”
11:00 AM – 12:00 PM	Filling employee’s educational data on “my decibel”
12:00 PM – 01:00 PM	Filling employee’s educational data on “my decibel”
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Filling employee’s educational data on “my decibel”
03:00 PM – 04:00 PM	Filling employee’s educational data on “my decibel”
04:00 PM – 05:00 PM	Windup and leaving attendance

Friday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Filling worker's forms on "my decibel"
11:00 AM – 12:00 PM	Filling worker's forms on "my decibel"
12:00 PM – 01:00 PM	Filling worker's forms on "my decibel"
01:00 PM – 02:00 PM	Jummah break
02:00 PM – 03:00 PM	Jummah break
03:00 PM – 04:00 PM	Scanning, printing and arrangement of worker's documents
04:00 PM – 05:00 PM	Windup and leaving attendance

Saturday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Scanning, printing and arrangement of worker's documents
11:00 AM – 12:00 PM	Scanning, printing and arrangement of worker's documents
12:00 PM – 01:00 PM	Scanning, printing and arrangement of worker's documents
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Scanning, printing and arrangement of worker's documents
03:00 PM – 04:00 PM	Scanning, printing and arrangement of worker's documents
04:00 PM – 05:00 PM	Windup and leaving attendance

Week 6

Monday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Work on MS Excel
11:00 AM – 12:00 PM	Work on MS Excel
12:00 PM – 01:00 PM	Work on MS Excel
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Work on MS Excel
03:00 PM – 04:00 PM	Work on MS Excel
04:00 PM – 05:00 PM	Windup and leaving attendance

Tuesday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Filled workers forms on “my decibel”
11:00 AM – 12:00 PM	Filled workers forms on “my decibel”
12:00 PM – 01:00 PM	Filled workers forms on “my decibel”
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Fill the social security registration cards for workers
03:00 PM – 04:00 PM	Fill the social security registration cards for workers
04:00 PM – 05:00 PM	Windup and leaving attendance

Wednesday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Fill the social security registration cards for workers
11:00 AM – 12:00 PM	Fill the social security registration cards for workers
12:00 PM – 01:00 PM	Fill the social security registration cards for workers
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Working on PESSI eHRRMIS / MS excel
03:00 PM – 04:00 PM	Working on PESSI eHRRMIS / MS excel
04:00 PM – 05:00 PM	Windup and leaving attendance

Thursday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Working on PESSI eHRRMIS / MS excel
11:00 AM – 12:00 PM	Working on PESSI eHRRMIS / MS excel
12:00 PM – 01:00 PM	Working on PESSI eHRRMIS / MS excel
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Working on PESSI eHRRMIS / MS excel
03:00 PM – 04:00 PM	Working on PESSI eHRRMIS / MS excel
04:00 PM – 05:00 PM	Windup and leaving attendance

Friday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Working on PESSI eHRRMIS / MS excel
11:00 AM – 12:00 PM	Working on PESSI eHRRMIS / MS excel
12:00 PM – 01:00 PM	Working on PESSI eHRRMIS / MS excel
01:00 PM – 02:00 PM	Jummah break
02:00 PM – 03:00 PM	Jummah break
03:00 PM – 04:00 PM	Scanning of social security cards
04:00 PM – 05:00 PM	Windup and leaving attendance

Saturday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Filling workers forms
11:00 AM – 12:00 PM	Scanning of social security cards
12:00 PM – 01:00 PM	Scanning of social security cards
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Workers Files management
03:00 PM – 04:00 PM	Workers Files management
04:00 PM – 05:00 PM	Windup and leaving attendance

Week 7

Monday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Working on MS Excel
11:00 AM – 12:00 PM	Working on MS Excel
12:00 PM – 01:00 PM	Working on MS Excel
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Scanning, printing and arranging worker's documents
03:00 PM – 04:00 PM	Scanning, printing and arranging worker's documents
04:00 PM – 05:00 PM	Windup and leaving attendance

Tuesday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Overall review
11:00 AM – 12:00 PM	Overall review
12:00 PM – 01:00 PM	Overall review
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Overall review
03:00 PM – 04:00 PM	Overall review
04:00 PM – 05:00 PM	Attendance and windup

Wednesday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Working on excel
11:00 AM – 12:00 PM	Working on excel
12:00 PM – 01:00 PM	Working on excel
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Workers file arrangement
03:00 PM – 04:00 PM	Workers file arrangement
04:00 PM – 05:00 PM	Windup and leaving attendance

Thursday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Working on PESSI eHRRMIS / MS excel
11:00 AM – 12:00 PM	Working on PESSI eHRRMIS / MS excel
12:00 PM – 01:00 PM	Working on PESSI eHRRMIS / MS excel
01:00 PM – 02:00 PM	Lunch break
02:00 PM – 03:00 PM	Working on PESSI eHRRMIS / MS excel
03:00 PM – 04:00 PM	Working on PESSI eHRRMIS / MS excel
04:00 PM – 05:00 PM	Windup and leaving attendance

Friday

Time	Activities
09:00 AM – 10:00 AM	Attendance and table setting
10:00 AM – 11:00 AM	Working on Microsoft excel
11:00 AM – 12:00 PM	Working on Microsoft excel
12:00 PM – 01:00 PM	Working on Microsoft excel
01:00 PM – 02:00 PM	Jummah break
02:00 PM – 03:00 PM	Jummah break
03:00 PM – 04:00 PM	Working on Microsoft excel
04:00 PM – 05:00 PM	Windup and leaving attendance