

INTERNSHIP REPORT ON

Leather Coordinator



Prepared by:

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Class:	BS Commerce
Roll No:	471724
Session:	2020 – 2024
Registration No:	2020-GCUF-068947



GOVERNMENT GRADUATE COLLEGE OF COMMERCE

LIAQAT ROAD, SAHIWAL

LEATHER CO-ORDINATORS

Manufacturers and Exporters
of Leather Made Ups

Date: 10/08/2024

To
The Chairperson,
Department of Commerce
Government College of Commerce

Subject: Internship Completion Letter

Leather Coordinators is manufacturer and exporter of quality leather garments. Over 40 years of constant research, technological development and consistent quality assurance have guaranteed our corporate success.

Our biggest advantage over other manufacturers is full support of our own tannery, which is equipped with world's most modernized machines and is capable of producing all type of leathers.

It is stated that **Mr. DILSHAD s/o JAVED IQBAL** has completed his internship in our organization. He has started his internship on 10 June, 2024 and has completed on 10 August, 2024.

We wish him all the best in future life and professional career.

HR & Admin Manager

Leather Coordinators

[Signature]
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INTERNSHIP REPORT COMPLETION CERTIFICATE

It is certified that the internship Report has been successful completed by the students under my supervision. It is also certified that the Report meets all criteria and standards laid down for Completion of Degree.

The Details are as Follows:

Organization Name:	<u>LEATHER COORDINATOR</u>
Student Name:	<u>DILSHAD JILLANI</u>
Class:	<u>BS COMMERCE</u>
Roll No:	<u>471724</u>
Session:	<u>2020 – 2024</u>
Registration No:	<u>2020-GCUF-068947</u>

Signature_____

Internal Examiner

Signature_____

Signature_____

Internal Controller Examination

Signature_____

External Examiner

Signature_____

Principal

Date_____

DEDICATION

“I dedicate this report to Leather Coordinator, who gave me the opportunity to work with them, SIR RIZWAN AFZAL who helps me during this report and at last but not the least my parents who support me in every step of my life, my teachers, friends and colleagues.”

ACKNOWLEDGEMENT

“First of all, I am thankful to almighty who give me the strength to write this report and complete in time without any hurdles. I am thankful to my parents and their blessings and support and allowing me to intern where I wanted too. I would also like to thank my advisor **SIR RIZWAN AFZAL** who gave me the confidence and guided me at every step of my internship report. It was great fun to write this report due to the fact that it was an explanation of what I experienced and learnt during my internship. It gave me a better idea of how things work practically and how important it is to deal with all aspects of leather garment businesses. This report gave me the opportunity to put into practice of what I had learnt during my internship”.

CHAPTER 1

INTRODUCTION

Leather coordinators is manufacturer and exporter of quality leather garments in Pakistan from 40 years and also awarded the best leather exporter of the year in 2008 by the government of Pakistan. The Leather coordinators is manufacturing the all kinds leather garments specially leather jackets and the target market of Leather Coordinator is foreign countries.

This report is “Brief analysis of Leather Coordinator” & my research objective is to share my practical experience. This is based on my findings which I gather during the industrial project period. During the period I worked in different departments, the task research and duties which were assigned their detail is given in this report.

First of all there is the introduction and the history of leather industry in Pakistan with the help of this we can easily understand that what the importance of leather industry in Pakistan is.

In this report I have shared introduction of Leather Coordinator, its background, Objectives and Organizational structure & the product it is offering are given, operational plan and the production plan of the organization and also covers the analysis of report and the findings, which have been observed.

Furthermore I create develop dynamic system in MS Excel. And we do advertisement of Leather Coordinator on different social media platforms. The end of the report is about recommendations based on the analysis. It mainly focuses on the recommendations pertaining to management/administration, to let Leather Coordinator capitalize on the opportunities and overcome the weaknesses by using its strengths.

1.1. History of Leather Industries in Pakistan

The history of the leather industry in Pakistan is as old as Pakistan. After the independence of Pakistan, there were only a few tanneries producing leather, and tanneries are on a very small scale. However, after the independence, the industry of leather has been flourishing and has never looked back. During the 1950s, some well-equipped tanneries were set up in Karachi and Lahore, after that during the 60s and 70s more units were established at Kasur, Sialkot, Gujranwala, Multan, Sahiwal, and Hyderabad. Starting with the production of pickled and vegetable tanned hides and skins, the tanneries, today are producing not only wet blue and crust, but also fully finished leather. In the early days of independence, some tanneries were established in Karachi. In the 1950s, some were established in Lahore and adjoining areas. The entire production of hides and skins was being exported in raw form. Thereafter the local tanning industry making at first semi-finished leather made rapid progress due to favorable raw material situation, cheap labor, and the existence of growing demand and foreign market.

Leather was one of the first manufactured materials and the Leather technologist can claim to be a member of an ancient profession. Leather is not just a luxury now it has become a necessity of life and is frequently used by people all around the globe. The U.S., Italy, France, Germany, Holland, Brazil, South Africa, and Japan are the major buyers of Pakistani leather and its value-added products. The Pakistan leather industry, one of the most valuable sectors of the country's economy, is well structured and divided into various segments such as tanning and finishing, footwear and footwear components, leather garments, and leather goods including motorbike jackets. Well recognized in the international market, the Pakistan leather goods contribute about 8% of Pakistan's export earnings, and its share in GDP is 4% after textile leather is the major export of Pakistan. Besides being a significant earner of foreign exchange, the leather industry also generates employment, ensuring jobs for over 2 million people, with 65% of the production from small and cottage sectors. Pakistan earned \$1.23 billion due to leather export per year nowadays Pakistan is the largest exporter of leather and competing with the other leather exporter countries such as India and China. The Pakistan leather industry is growing by leaps and bounds. One question is why Pakistan is exporting so much leather to western

countries? The answer is simple; there is a greater demand for leather wear from western countries. Today's leather industry of Pakistan is facing some major problems such as political instability, terrorism, and an energy crisis in-country.

1.1.2 Location in Pakistan

There are more than 2500 tanneries (registered & unregistered) in Pakistan and also footwear manufacturing units running in Pakistan.

With time, the registered tannery in the country has increased from 529 in 1999 to 600 in 2003 and 725 at present. Located in Hyderabad, Karachi, Multan, Faisalabad, Kasur, Sialkot, Gujranwala, Sheikhupura, Sahiwal, and Peshawar. The increase in the number of tanneries can be attributed to an increase in demand for tanned leather in the world markets till the fiscal year 2007-08.

Leather coordinators are producing quality leather for 40 years. They were starting with the tannery business, and they have still tannery for over 50 years known as Yousaf tannery. It is situated Pakpatten road Sahiwal. And they have their production unit situated at Shaheed Road Sahiwal. The owner of the company is Sheikh Basharat Saleem and his brothers Sheikh Azmat Saleem it is a family-owned business.

1.1.5 Profile

Exporters and manufacturers of standard leather garments have guaranteed the corporate success of leather garments through 40 years of continuous research and technological development.

The biggest advantage over other manufacturers is a full backup of the own tannery. Is capable of producing all types of leather and is equipped with the world's most modernized machines.

We take pride in the assortment of merchandise we manufacture. Courtesy to our customers reflects this great pride and attitude of genuine concern. The foundation of our company is the emphasis on imaginative merchandise planning defines. We center on continually developing new ideas and we focus on continually developing new ideas.

1.1.6 Stitching Unit

The leather coordinator can produce 30,000 garments per calendar month and the leather coordinator is working with 500 machines. We guarantee excellent craftsmanship and many years of experience in the industry backed by the skilled workman. The main production line of leather coordinators includes Men's, Women's, children's jackets, trousers, waistcoats, skirts, motorbike jackets, etc. stitching units of measurement of leather coordinator is equipped with world best-branded sewing machine like joki, singer, brother, (single needle lock stitch machine) and bar taking, eyelets kag, and embroidery machine, etc. To us, customer requirement is extremely important. Hence, great emphasis is put on the contrive and ence, and great emphasis is laid on the contrive.

1.1.7 Tannery

Equipped with modern machinery, Yousaf tannery specializes in high and fashionable cow American bison leather and is based in the Sahiwal Islamic Republic of Pakistan. Are you one of the leading manufacturers and exporters of cow, American bison leathers, and sheep cutis and leather coordinators who have been in the tannery business for about 50 years? Innovative articles to encounter the ever-changing demands of the garments and shoe industry and leather coordinators are consistently developing new ideas. For garments and shoe industry production includes analine, semi analine, natural milled, nu buck, waxy oily, skippers, glazed, and sued. Fully equipped with modern machinery along with carefully sourced high-quality raw material at reasonable prices, leather coordinators furnish insurance premium quality leather (750,000 1,000,000 sq.) with state-of-the-art.

1.1.8 Quality Policy

System to achieve complete customer satisfaction through excellence in the quality we hereby pledge. We wish to achieve this.

- Inciting manpower committed to continuous improvement in working methods.
- Working as a well-knit team to assure that quality objective is encountered.
- To continuously work on improvement in quality standards by committing

marketers.

- To keep integrity & fair plan.
- Pay all levied revenue enhancements and function as a framework unit, follow all the laws applicable and report earnings.
- Outside to keep open info & understanding within the company.

Company Mission

- Engineering and quality through people. To assure maximum satisfaction to the clients.
- Legal, social, personal conscience framework, to keep the ethical practices.
- Cost and to recognize the customer's right to quality, services, timely bringing.
- To encourage human growing to fullest potential.
- Achieve international standards and to achieve high degree of efficiency.

1.2 Company Vision

“To keep and be the acknowledge leader in leather garments & exporters & leather accessories manufacturer through consistent in quality”

1.3 Company Mission

Engineering and quality through people. To assure maximum satisfaction to the clients.

- Legal, social, and personal conscience framework, to keep the ethical practices.
- Cost and to recognize the customer right to quality, services, and timely bringing.
- To encourage humans to grow to their fullest potential.
- Achieve international standards and achieve a high degree of efficiency.

1.3.1 Objectives of the Company

- Earn maximum earnings to benefit the employees and to do maximum business, never compromise on quality
- The clients and to live up to the demands of a growing organization, employee
- Assure maximum satisfaction to the client
- To keep integrity & fair play

- Pay all the levied revenue enhancement and function as a framework unit, follow all the laws applicable, report earnings
- Outside and to keep an open info system & understanding within the company.

CHAPTER 2
ORGANIZATION STRUCTURE

1.3.2 Business Operations of Leather Coordinators

The leather Coordinator is performing well in all activities concerning the following functions.

- HRM department
- Admin department
- Finance department
- Marketing department
- Operation department
- IT department

1.3.3 Human Resource department

The leather Coordinator is performing all the basic functions of the HR department. Some of the functions are as follows.

- Recruitment & selection
- Salary plan
- Compensation
- Incentives & bonuses
- Training
- Performance appraisal

1.3.4 Admin department

Admin department is very important for any organization. The work of the admin department of the Leather Coordinator is to check the security system of the company, check, and maintenance of the machinery, and check the shipment of the products.

1.3.5 Finance department

The finance department of the Leather Coordinator is present all those functions according to the necessity of the business.

- Budgeting
- Payrolls
- Financing
- Preparing statements
- Auditing

1.3.6 Marketing department

The marketing department is very important in any organization because production is not a big task but it is very difficult to market your product and become a people to loyal your product. The marketing department of Leather Coordinator is doing all the following functions very well.

- Pricing
- Promotions
- Distribution
- Demand forecasting

1.3.7 IT Department

Leather Coordinator is also providing online shopping, online order taking, and online marketing so it is essential for them to focus on the information technology as well as its value. IT department is performing the following functions.

- Modernize the website
- E-marketing
- Invoicing of bills
- Create query

1.4 Managerial Insights

To make things happens

LC involve both of the setting of a Proactive goal, and striving to achieve that goal. Those goals individuals can pursue vary on two dimensions: the future they aim to bring about, and whether the self or the situation is being changed. LC go on to further suggest that motivation statements such as „can do“ , „reason to“ and „energized to“ act as triggers that generate these proactive goals.

Be mindful while developing an attitude of gratitude

LC deals with foreign customers, like in Germany attitude matters a lot. An individual with a developed attitude of being grateful more satisfied with the customers.

Multitasking can lead to organizational failure

In LC, for organizational success, managers reduce their reliance on high powered, output related incentive. Instead, they should rely on low-powered incentives and on incentives linked to inputs, rather than outputs.

Your work affects your personality

In LC, we saw the demand of increase in time is high due increase in time the job stress also increased and decrease in extroversion and conscientiousness. Due to increase in job control predict and increase in agreeableness, conscientiousness, and openness. Managers should therefore be mindful of the negative personality traits employees can demonstrate due to excessive time demands, or low levels of individual control in jobs.

Break down the barriers

We see that many organizations today face a “Silo Culture” problem. This happens generally due to communication gaps. But we worked in LC and we found out that the communication gap is very low in LC. Even low-level employees can talk freely but in manners with their owners.

The importance of reputation in professional relationships

Reputation management including branding, public relations, etc. is often seen as intangible and its value is therefore questioned by managers. In LC we found out that reputation management is very good. Their relationship with customers is very good they communicate with them through emails or physical meetings in foreign countries etc.

PRODUCTION PLAN

Manufacturing process

After receiving the order from the customer Leather Coordinator is adopting different procedures to fulfill the order.

There are many assembly lines in production department which are interlinked with each other's the procedures of production are as follow.

Sample control and record (SCR) department

This is the very first department in production. When the customer is demand for the product (for example leather jacket) then the company makes the sample of the jacket in SCR department and sends it to the customer if the customer likes the sample then he or she place the order of production and if they do not like the sample then they tell their requirements to the company and then place the order of production. Skilled or well-

trained tailors are made the sample. One thing is assure that sample must be perfect because it attracts the customer and gives production order.

Purchase department

After the production order is placed by the customer Leather Coordinator has to see that what the wants of the customer is, what is in the store and what they have to buy. After that they create the purchase order Leather Coordinator has their own tannery but they also buy the raw leather from the other tanneries as well. They purchase the other raw material (for example buttons, threads, chemicals etc.) from different purchasing stores and also import the raw material from outside the country one of the purchasing store of Leather Coordinator is Moon tailoring material store 11 feroz pur road Lahore.

Matching

Leather made from different skin/hides and even leather skin is different from each other. In this matching process they polish the leather skin and match the leather skins as the requirement of garment. This is most critical part in the whole procedure and requires skilled human force for matching process.

Cutting

After the matching procedure is complete, the cutter cuts different panels of a jacket by the help of the design patterns and knives. The catalog of panel includes Front & Back Collar, Sleeves, and Cuff etc. Usually, design patterns are prepared on cardboards that are used in cutting procedure. The press machines with metal dyes are also used for the garments in cutting process. Approximately the wastage of leather in cutting procedure is between 15 to 25%. Leather Coordinator has prepared their cutting report on FOX PRO software.

Fusing

When the procedure of cutting is done, fusing is added in to different panels of the garment, as the requirement of the design. For the purpose of fusing usually iron or fusing machinery are used. Generally, fusing is added in the leather of sheep because the stuff of the sheep's leather is thin. After the addition of fusing in leather it looks good. Fusing decrease the stretch capacity and adds inflexibility due to this it is easy to stitch the leather. In that procedure, accessories are added and rolled together for sending to the stitching section. Major accessories include lining (Viscose, Cotton, and Satin), zippers (Nylon, Metal), padding, wadding, shoulder pads, buckles, buttons, labels and thread.

Stitching

After fusing next step is the stitching of different panels of the garments with the help of sewing machines. Two methods of stitching are normally used, the first method is that in which one switcher is stitching all the panels of the garment this method is not effective and slow. The second method is the assembly line of the switchers in this method one

switcher only stitch the one panel of the garment and passes the garment to the other switcher who stitches the panels of garments this process is fast and effective. The assembly line of switcher performs following tasks.

- Folding
- Lining Stitching
- Sleeves
- Back
- Front
- Pocket
- Panel Joining

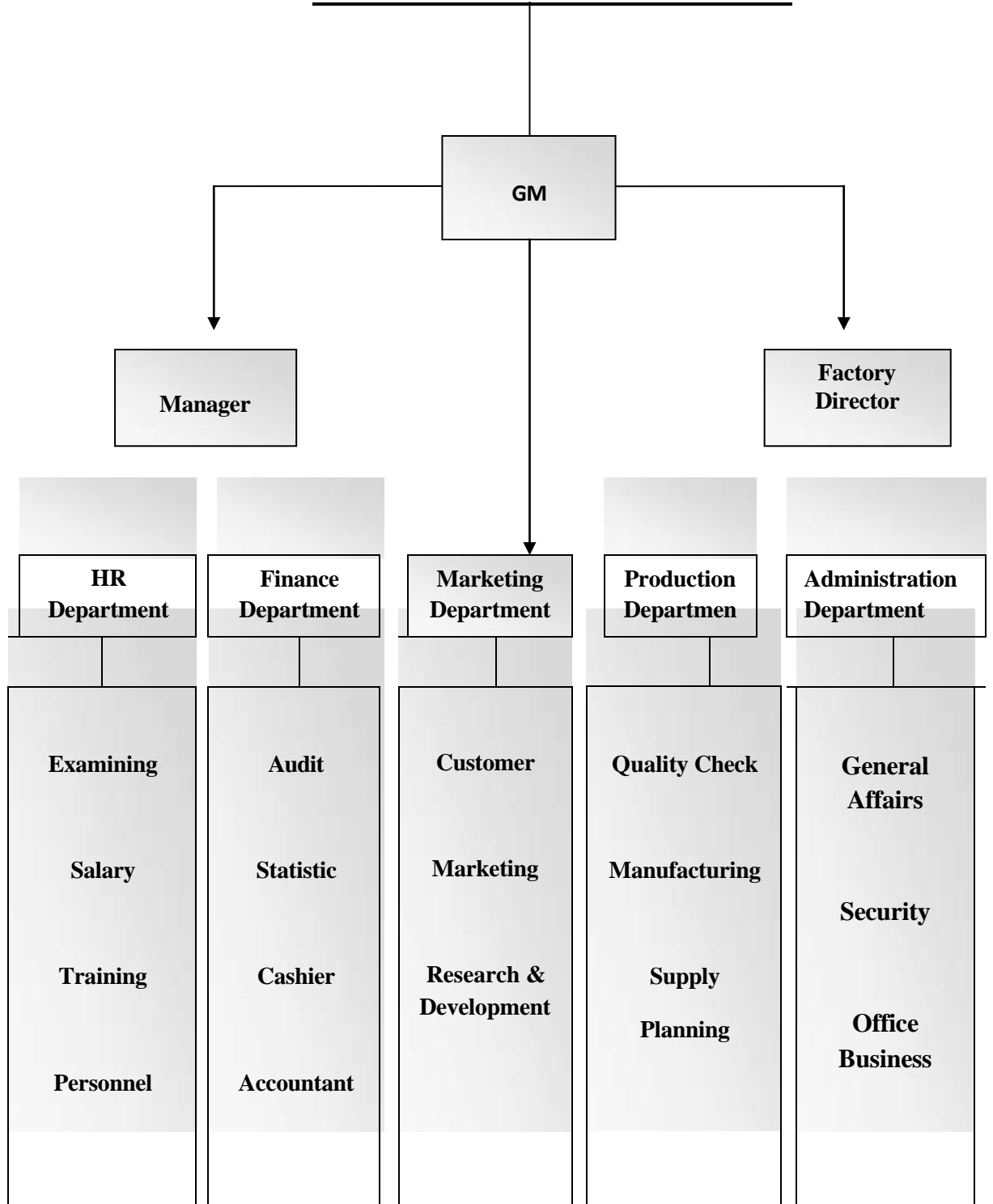
Finishing

In leather clothes manufacturing finishing is the last procedure. In this finishing procedure, additional thread and fibers are cut off; buttons/snaps are stitched to the article of garment. later than garments move toward touching process, in touching process out of matching leather garments are processed to re-shape the look of garment. After that garment passes through ironing stage after which hangtags, price tickets, etc are stitched on the garments.

Packing

After quality inspector is passed the production the packing process is start and after packing the products are ready for shipment.

ORGANIZATIONAL STRUCTURE



HIERARCHY

1. Leather Coordinator

- Reports to: Production Manager or Operations Manager
- Responsible for: Coordinating leather production processes, managing leather inventory, ensuring quality control, and collaborating with cross-functional teams.

2. Senior Leather Coordinator

- Reports to: Leather Coordinator
- Responsible for: Assisting the Leather Coordinator, leading specific projects or initiatives, and providing guidance to junior team members.

3. Leather Production Lead

- Reports to: Senior Leather Coordinator or Leather Coordinator
- Responsible for: Overseeing specific production processes, such as cutting, stitching, or finishing, and ensuring efficient workflow.

4. Leather Production Assistant

- Reports to: Leather Production Lead or Senior Leather Coordinator
- Responsible for: Supporting production processes, maintaining inventory, and performing quality control checks.

5. Leather Quality Control Inspector

- Reports to: Leather Coordinator or Senior Leather Coordinator
- Responsible for: Conducting quality control inspections, identifying defects, and ensuring compliance with quality standards.

6. Leather Inventory Management Assistant

- Reports to: Leather Coordinator or Senior Leather Coordinator
- Responsible for: Managing leather inventory, tracking stock levels, and optimizing storage and logistics.

CHAPTER NO.3
COMPANY PRODUCTS

COMPANY PRODUCTS

- Leather men's jackets
- Leather women's jackets
- Leather Children's Jackets
- Leather Trousers
- Men's leather coats
- Women's leather coats
- Leather Skirts
- Motorbike Jackets

CHAPTER NO.4
OWN WORK

Practical Work Done by a Student in the Leather Coordinator Accounts Department

1. Financial Record Keeping:

- Ledger Maintenance: Learn to record financial transactions in ledgers or accounting software. This includes documenting sales, purchases, and other financial activities related to leather products.
- Expense Tracking: Monitor and record daily expenses, such as costs of materials, labor, and overheads.

2. Invoicing and Billing:

- Invoice Preparation: Assist in creating and issuing invoices to clients for leather products or services. Ensure accuracy in pricing, terms, and customer details.
- Accounts Receivable: Track outstanding invoices and follow up on overdue payments. Maintain records of payments received and update accounts accordingly.

3. Financial Reporting:

- Monthly Reports: Compile financial reports on a monthly basis, including income statements, balance sheets, and cash flow statements. Analyze data to track financial performance and identify trends.
- Budget Monitoring: Assist in preparing budgets and forecasts. Monitor actual expenses versus budgeted amounts and report any discrepancies.

4. Bank Reconciliation:

- Account Reconciliation: Perform bank reconciliations by comparing the company's financial records with bank statements. Ensure all transactions are accurately recorded and investigate any discrepancies.

5. Cost Analysis:

- Cost Tracking: Help analyze costs associated with leather production, including raw materials, labor, and overheads. Identify cost-saving opportunities and report findings to management.

- Profit Margins:

Calculate and monitor profit margins for different leather products to ensure profitability.

6. Payroll Processing:

- **Employee Payroll:** Assist in processing payroll, including calculating wages, deductions, and benefits for employees involved in leather production.
- **Tax Compliance:** Ensure compliance with tax regulations by preparing necessary documentation and reports related to payroll and employee benefits.

7. Inventory Management:

- **Stock Records:** Maintain accurate records of leather inventory, including raw materials and finished products. Track stock levels and assist in inventory valuation.
- **Stock Reconciliation:** Perform regular reconciliations to match physical stock with recorded inventory levels.

8. Administrative Tasks:

- **Document Management:** Organize and file financial documents, including invoices, receipts, and contracts. Ensure documents are readily accessible for audits or reviews.
- **Communication:** Assist in correspondence with suppliers, clients, and internal departments regarding financial matters.

9. Compliance and Audits:

- **Regulatory Compliance:** Ensure adherence to financial regulations and company policies. Prepare for internal and external audits by maintaining accurate and complete financial records.
- **Audit Support:** Assist auditors by providing requested documents and explanations of financial records.

10. Software Proficiency:

- **Accounting Software:** Gain experience with accounting software (e.g., QuickBooks, SAP) used for managing financial records and generating reports.
- **Data Entry:** Accurately enter financial data into systems and ensure data integrity.

NET KNOWLEDGE ACQUIRED

From this internship I get allot of knowledge about working environment in an organization.

Handling the invoice of the customers

During internship I discover that how they are going to contact with their customers and how they collect their payment in term of invoices.

Marketing strategies

During my internship I came to know that how an organization implement their marketing strategies according to the different environments and different market place.

Documentation

I learnt how to handle documents, what is the importance of the documents, and how to give written report to the boss.

Team work

I learnt working in a team increases efficiency of work and after my internship now I am able to work in a team more effectively. Because we are 4 members in a team that's why I have a experience to work in a team.

PROBLEMS ENCOUNTERED

During my internship I encountered different problems those are as follows.

- There is no privacy for the worker place of work.
- No table was existing for working for internees.
- Infrastructure was not very much good as regarding to the company.
- Lack of new technology.
- Very difficult to handle the labor they do strike at any time for no genuine reason.
- When I was there I noticed one thing is that shipment was always late.

- Wastage of raw material, no one care about the wastage.
- Planning of production was not good that's why shipment was late.
- Shortage of brochure.
- There is no accurate check and balance on the purification of offices.
- Computers did not exist for internees for doing their work in office.

LEARNING AS A STUDENT (INTERNEE)

Internship in Leather coordinator was my first working experience in my career, before this I never ever work in any organization as an employee or internee of that organization. It was a chance for me to explore my abilities and to implement the course, which I studied specially in MBA. I, did my internship in different departments Leather coordinator for more than six weeks from 9th June 2014 to 9th August 2014. I got the opportunity to identify that who the HRM, Marketing and production department works. The reason for selecting Leather coordinator for internship is that it is the sector, which provides multi-services and products to all around the globe at one time & secondly, Pakistan is the big exporter of leather garments all around the world and generating the revenue from the export of leather so it helps me to know about how leather industry of Pakistan worked. My internship experience gave me a good learning experience because I had the freedom to work with such cooperative and experience staff.

Duties

At the time of joining as an Internee in Leather coordinator an orientation program was arranged for us. In which I learn about all departments and history of the Leather coordinator. I met with General Manager of the Leather coordinator and get information about respective departments, so that I will be able to achieve my duties efficiently.

It was the great experience to work in different department of Leather coordinator as an internee. I worked two weeks in each department and I gained lot of information from each department and now I am capable to know that how HR, Marketing and Production

department actually works.

Duties and responsibilities at Leather coordinator

- In marketing department I checked the e-mails from the customers from outside the country.
- I also reply to the foreign customer via e-mail.

ACCOMPLISHMENTS

- Learned how marketing department of Leather Coordinators work.
- Learned the practical implication and implementation of planning and operations department of Leather Coordinators.
- Gained firsthand knowledge of how production department works in collaboration with other departments, i.e. Cutting, Planning, Stitching, Purchase etc.
- Worked with Inventory control and purchase Department and learned how to deal with customers' orders.
- Learned the importance of record keeping in hard and soft data formats.
- Learned how the HRM department works and how it utilized the human resource in well-mannered way.

- I individually interviewed about 50 people from different markets, offices and even house hold and ask them different questions about the leather garments in Pakistan.
- I individually verify the invoices of different customers in which the whole information of payments were visibly mentioned.
- In HRM department I checked the attendance register daily and update the attendance of employees.
- I also checked that what thing should require and then make the list of that things which are required e.g. papers. Inks for the printers etc.
- In Production department I learned that how Production department works in collaboration with other departments, i.e. cutting, planning, stitching, purchase etc.
- I also worked in SCR department this is the department of production in this department I checked the records of the samples and sometime also record the results of the samples.

CHAPTER NO.5

SWOT ANALYSIS

SWOT ANALYSIS

SWOT analysis is a tool for auditing an organization and its environment. It is the first stage of planning and helps marketers to focus on key issues. *SWOT* stands for **strengths, weaknesses, opportunities, and threats**. Strengths and weaknesses are **internal** factors. Opportunities and threats are **external** factors.

1. Strengths

High Growth

In this new world leather is the necessity of all the world specially used by the western countries. In west leather garments are used very frequently and they love to wear leather garments and leather garments are in fashion due to this leather industry is growing day by day because the demand of leather is very high

Large raw stuff base.

Equipped with modern machinery leather coordinator have their own tannery based in Sahiwal. It is a very large tannery leather coordinator can store the large amount of raw leather there.

Policy initiatives taken by the government authorities.

One advantage for all the leather factories in Pakistan is that all the policies regarding to import, export and international laws are made by the government of Pakistan. Due to this there is no Burdon on the company and they can easily do work and feel secure.

Able to assimilate new technologies and handle large projects

Leather coordinator is one of the top leather factory in the country and able to adopt the every kind of change and also able to accept the technological change. Due to large infrastructure and technology leather coordinator can also handle the large projects remember the monthly production of leather coordinator is 30000 garment

2. **Weaknesses**

Lack of warehousing support from the government

As we all know in Pakistan mostly there is no support by government due to this one big problem for us is that the government of Pakistan is not providing any kind of store for the production and for the raw material due to this we cannot produce the excessive garments or leather goods and cannot increase the export.

Price fluctuation internationally

Another problem for the leather coordinator is price fluctuation internationally due to fluctuation we face problem in the setting of price and it disturb all the calculation.

Huge labor force resulting in high labor charges

One big problem for the production companies is that for the production leather coordinator need the huge labor force due to this company face the high charges of labor some times labors set their own prices that hearts company very much.

Deficiency (lack) of strong presence in the global fashion market.

Due to the long distance company is unaware about the fashion of different countries. For example leather coordinator is producing leather garments in Pakistan but the consumer is in Germany then how the company is knows about the fashion of Germany. This thing is not good for company it decrease the export so be aware of all the fashions.

3. **Opportunities**

Go upping potential in the domestic market.

Now in Pakistan peoples are very much aware about leather garments and also like to wear leather garments so it is possible in future that local market of Pakistan also can be the good target market for leather garment.

Growing fashion consciousness globally.

In this world the fashion of leather is growing very rapidly and people love to wear leather because it is reliable and fashionable and good looking due to this leather coordinator have a big opportunity to increase our export and capture the new markets

Apply of information technology and conclusion back up software to aid does away with the

Length of the production cycle for different products.

Now a days information technology is developed so much and there are different software helps in eliminate the length of the production cycle so by using that kind of software we can save the both cost and time.

Apply of e commerce in direct marketing.

Due to export of products leather coordinator can easily apply the e commerce in direct marketing and leather coordinator is doing e commerce but in specific areas with the help of this opportunity leather coordinator can decrease the charges.

4. **Threats**

Major component part of the company is unorganized.

The leather coordinate is family owned business there is no help by the government in any part of Organization Company is made privately there is no training program held by government there is no workshops arranged by the government company do all the things own their own resources there is no part of government on any part of action that's why the major component part of the company is unorganized

Bank loans resulting in high cost of private borrowing difficulty in obtaining.

In Pakistan the mostly leather companies are family owned business that's why there is no investor for the company due to this owners of company is take lot of loans from banks due to this the Burdon of loans are very high and sometime banks are also not giving the loan because of excessive loan leather coordinator is also facing such a kind of problem.

Stricter international standards.

As leather coordinator is dealing in export business and also facing the strict international standards. You must have follow these international standards because if you cannot follow it than you cannot export your products in foreign.

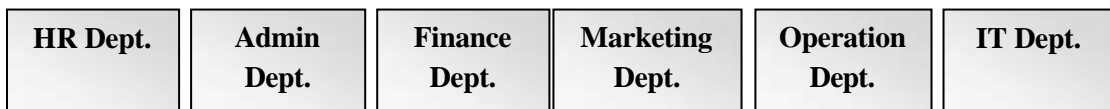
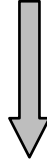
Deficiency of communicating facilities and acquirements.

Pakistan is developing country and literacy rate of Pakistan is also not very much good due to this it is difficult to found a skilled person. And communication with other country is also the problem for us.

BUSINESS OPERATIONS

Leather Coordinator is performing well in all activities with following functions.

DEPARTMENTS



BUSINESS OPERATIONS OF LEATHER COORDINATOR

Leather Coordinator is performing well in all activities with respect of following functions.

- HRM department
- Admin department
- Finance department
- Marketing department
- Operation department
- IT department

HUMAN RESOURCE DEPARTMENT

Leather Coordinator is performing all the basic functions of HR department. Some of the functions are as follow.

- Recruitment & selection
- Salary plan
- Compensation
- Incentives & bonuses
- Training
- Performance appraisal

ADMIN DEPARTMENT

Admin department is very important for any organization. The work of admin department of Leather Coordinator is to check the security system of the company, check and maintenance of the machinery and check the shipment of the products.

FINANCE DEPARTMENT

Finance department of Leather Coordinator is present all those functions according to the necessity of the business including.

- Budgeting
- Payrolls
- Financing
- Preparing statements
- Auditing

MARKETING DEPARTMENT

Marketing department is very important in any organization because production is not a big task but it is very difficult to market your product and become a people to loyal with your product. Marketing department of Leather Coordinator is doing all the following functions very well.

- Pricing
- Promotions
- Distribution
- Demand forecasting

IT DEPARTMENT

Leather Coordinator is also providing online shopping, online order taking and online marketing so it is essential for them to focus on the information technology as well as its value. IT department is performing following functions.

- Modernize the website
- E-marketing
- Invoicing of bills
- Create query

MARKET SEGMENTATION AND STRATEGIES

Into two main segments market is separated as.

- National market segmentation
- International market segmentation

Into following both further divided:

- Individual/ business customers
- Market/ Industry forecast

Business customer and Individual customer

Who buy the Small amount of items for their personal use those are individual consumer and others business that will sell them to their customers and cover the entire wholesaler, retail merchants are the business customers.

Market/ industry forecast

Local industry is facing difficult contemporary world today. The leather exports of Islamic Republic of Pakistan faced a decline of 27 pct, during July Nov 2008 09. While 43 percent more leather garments India which exported, in its leather exports during the same period witnessed 27 percent increase. Discount to the exporter so it decreases the cost of producers Indian authorities is giving that's why there export is increasing. In exports global recession is also another reason for decline but Now authorities of Islamic Republic of Pakistan is also thinking about rebates and giving tax relaxation to the exporters of country it will boost our economy as well as leather industry.

MARKETING PLAN

Pricing

There are two kinds of customers that Leather Coordinator have individual customer and business customer that's why there are different pricing strategy for both the customers. Customize merchandises for individual consumer leather coordinator is offering. That's why they are charging premium price from the individual customer but in the market, business partners of Leather Coordinators are charging standard price that is existing.

Value based price

According to the customization in merchandises, customers can add new ascribes and their desired contrive so leather coordinators can accuse value based price at every modify merchandise.

Cost based price:

For us in whom certain percent of earnings is charged at cost, it's another pricing option. Leather coordinator is charge 20 pct. of earnings at any cost.

Distribution

Leather Coordinator is focal point on direct distribution from beginning to end through any courier/logistic company to supply goods delivery at set time.

Endorsement

Leather Coordinator is using different tools for promotion they are doing online marketing through internet. Through e-mail to their business customers they promote their new product or innovation and via e-mail their customers also tell them that what is their requirements. Another way of promoting the product is telephone through telephone they communicate with their customers and market their products also knowing the trend of that market from the customer and customize their product according to that foreign market.

Direct marketing

Leather Coordinator is also involved in direct marketing one or two employees from the

company go abroad twice in a year for the purpose of marketing. At that time they meet with their existing customers and as well as their potential customers.

Product forecasts

Leather Coordinator believed that there is no increase in demand of leather garments in Pakistan because mostly peoples of Pakistan cannot afford the leather garments the lowest price of a leather jacket is approximately 7000 Pakistani rupee and the other big reason is that the atmosphere of Pakistan is not suit able for leather garments. On another hand people of West can afford the leather garments and there is a trend to wear leather garments and the one big reason is that the atmosphere is favorable for them to wear leather garments that's why the demand of leather garments are increasing day by day in the Western world.

The leather coordinator has several benefits to operate in Pakistan Market some of these advantages are.

Availability of low cost skilled labor

Low cost is the biggest advantage of Pakistan and the other advantage is the skilled labor.

Such as manufacturing companies like leather garments and leather footwear which are producing leather garments and footwear are labor intensive.

Among the other key leather garments manufacturing countries Pakistan has the lowest labor cost. In leather craft Islamic Republic of Pakistan also has the world's largest technically trained manpower. The double advantages of low cost and technical skills gives Pakistan separate competitive advantages of low cost and technical skills.

Large quantity of raw material

Accessibility of back upping institutions Islamic Republic of Pakistan is the largest farm animal holding country with 21 percent of the large animals and 11 percent of small animals in the world.

The big population of cattle, buffaloes, goat and sheep that the country possesses ensure that Pakistan has 10% of the world's raw material base.

Much sought after and in addition, some of the leather available in Pakistan is insurance premium quality that's why Pakistan is also the big exporter of raw leather.

Availability of low cost skilled labor Table

Comparing of labor cost in Pakistan with the other countries who manufacturing leather products.

Korea	297.1	7.01
Taiwan	243.4	5.75
Hong Kong	222.85	5.26
Portugal	218.73	5.16
Brazil	61.90	1.46
Indonesia	28.88	0.68
Romania	28.88	0.68
China	24.76	0.58
Vietnam	24.76	0.58
Thailand	20.63	0.48
India	8.254	0.19
Pakistan	8.254	0.19

CHAPTER NO.6
FINANCIAL STATEMENTS ANALYSIS

Financial statement
Leather coordinators, company
Balance Sheet

As on March 05, 2012-2013

		30.06.2021	30.06.2022	30.06.2023
		Not	Rs.	Rs
				.
ASSETS				
FIXED ASSETS				
LAND & BUILDING	8	20,200,899	18,025,058	25,570,512
PLANT, MACHINERY	9	32,595,475	21,718,316	22,587,049
FURNITURE & FIXTURE	10	4,346,944	3,487,404	3,626,900
VEHICLES	11	<u>10,296,738</u>	<u>12,684,938</u>	<u>13,192,336</u>
TOTAL FIXED ASSETS		<u>67,440,056</u>	<u>55,915,716</u>	<u>64,976,796</u>
INVESTMENT				-
OTHER INVESTMENT	12		<u>70,427,095</u>	<u>103,244,179</u>
TOTAL INVESTMENT		-	<u>70,427,095</u>	<u>103,244,179</u>
CURRENT ASSETS				-
CASH & BANK BALANCES	13	48,956,431	38,249,236	39,879,205
STOCK & STORES	14	179,735,576	169,545,683	192,027,510
TRADE DEBTORS	15	141,399,830	201,278,457	229,329,595
CLAIMS RECEIVABLE	16	126,838,720	172,641,976	199,547,655
ADVANCES, DEPOSITS & PREPAYMENTS	17	<u>10,133,456</u>	<u>5,989,012</u>	<u>6,445,080</u>
TOTAL CURRENT ASSETS		<u>507,064,013</u>	<u>587,704,364</u>	<u>667,229,045</u>
TOTAL ASSETS		<u>574,504,069</u>	<u>714,047,175</u>	<u>835,450,020</u>
CAPITAL & LIABILITIES				-

OWNER'S EQUITY		400,000,000	439,478,981	553,882,592
ACCUMULATED PROFIT/(LOSS)		<u>39,478,981</u>	<u>114,403,611</u>	<u>134,996,261</u>
TOTAL OWNER'S EQUITY		439,478,981	553,882,592	688,878,853
				-
CURRENT LIABILITIES				-
RUNNING FINANCE	18	860,419	3,726,543	3,875,605
TRADE CREDITORS	19	93,160,141	103,363,494	97,498,034
ACCRUED LIABILITIES	20	39,004,528	53,074,546	45,197,528
UN EARNED REVENUE/INCOME		<u>2,000,000</u>	<u>-</u>	<u>-</u>
TOTAL CURRENT LIABILITIES		<u>135,025,088</u>	<u>160,164,583</u>	<u>146,571,167</u>
TOTAL CAPITAL & LIABILITIES		<u>574,504,069</u>	<u>714,047,175</u>	<u>835,450,020</u>

Leather coordinators
Profit & loss account
For the year ended on 30.06.2023

	Note	30.06.2021 Rs.	30.06.202 2 Rs.	30.06.2023 Rs.
Sales	1	1,202,089,856	1,053,038,248	1,242,585,133
Cost of Goods Sold	2	<u>884,186,959</u>	<u>807,400,626</u>	<u>952,732,739</u>
				-
				-
Gross Profit/(Loss)		<u>317,902,897</u>	<u>245,637,622</u>	<u>289,852,394</u>
Administrative Expenses	3	97,495,718	80,895,997	95,457,276
				-
Selling Expenses	4	35,672,936	39,755,759	46,911,796
				-
Freight		<u>44,628,583</u>	<u>37,544,965</u>	<u>44,303,059</u>
				-
				-
Operating Profit/(Loss)		<u>140,105,660</u>	<u>87,440,901</u>	<u>103,180,263</u>
				-
Other Income	5	3,473,551	38,630,428	45,583,905
				-
Financial Expenses	6	44,110	49,012	57,834
				-
Net Profit/(Loss) before tax		<u>143,535,101</u>	<u>126,022,317</u>	<u>148,706,334</u>
				-
Current Taxation/Duties	7	14,532,039	11,618,706	13,710,073
				-
				-
Net Profit/(Loss) after tax		<u>129,003,062</u>	<u>114,403,611</u>	<u>134,996,261</u>
				-
Un-Appropriate Profit/(Loss) Transferred		<u>89,524,081</u>	<u>-</u>	<u>-</u>

**Net Profit for The
Year**

39,478,981

114,403,611

-

**134,996,2
61**

RATIO ANALYSIS

CURRENT ASSET RATIO:

$$= \frac{\text{Net Sales}}{\text{average Inventory at Cost}} = \frac{12020898}{6287959} = 5 \text{ times}$$

ABSOLUTE RATIO:

$$= \frac{\text{Absolute Liquid ratio}}{\text{current Liabilities}} = \frac{43336}{135025088} = 0.000321$$

STOCK TURNOVER RATIO:

$$= \frac{\text{Cost of goods sold}}{\text{Average Inventory}} = \frac{884,186,959}{6287959} = 4.6 \text{ times}$$

GROSS PROFIT RATIO:

$$= \frac{\text{Gross Profit}}{\text{Net Sales}} = \frac{317902897}{12020898} \times 100 = 10.74\%$$

OPERATING PROFIT RATIO:

$$= \frac{\text{Operating profit}}{\text{Net Sales}} = \frac{42304269}{12020898} \times 100 = 7.17\%$$

OPERATING RATIO:

$$= \frac{\text{Cost of goods sold} + \text{Operating Expenses}}{\text{Net Sales}} = \frac{884186959 + 114744}{12020898} \times 100 = 92.83\%$$

WORKING CAPITAL TURNOVER:

$$= \frac{\text{Sales}}{\text{Net Working Capital}} = \frac{12020898}{4394789} = 4 \text{ times}$$

Horizontal Analysis

Calculate the Percentage Change

- **For year 2 : $(\text{year 2 figure} - \text{base year figure}) \div \text{Base year figure} \times 100\%$**
- **For year 3 : $(\text{year 3 figure} - \text{base year figure}) \div \text{Base year figure} \times 100 \%$**

Line Item	Year 1 (Base)	Year 2	% Change (Year 2 vs. Year 1)	Year 3	% Change (Year 3 vs. Year 1)
Sales (\$)	1,202,089,856	1,053,038,248	-12.40%	1,242,585,133	3.37%
Cost of Goods Sold (COGS) (\$)	884,186,959	807,400,626	-8.68%	952,732,739	7.75%
Gross Profit (\$)	317,902,897	245,637,622	-22.74%	289,852,394	-8.82%
Administrative Expenses (\$)	97,495,718	80,895,997	-17.03%	95,457,276	-2.09%
Selling Expenses (\$)	35,672,936	39,755,759	11.45%	46,911,796	31.51%
Freight (\$)	44,628,583	37,544,965	-15.88%	44,303,059	-0.73%
Operating Profit (\$)	140,105,660	87,440,901	-37.59%	103,180,263	-26.35%
Other Income (\$)	3,473,551	38,630,428	1012.34%	45,583,905	1212.36%
Financial Expenses (\$)	44,110	49,012	11.11%	57,834	31.11%
Net Profit Before Tax (\$)	143,535,101	126,022,317	-12.20%	148,706,334	3.60%
Current Taxation/Duties (\$)	14,532,039	11,618,706	-20.05%	13,710,073	-5.65%
Net Profit After Tax (\$)	129,003,062	114,403,611	-11.31%	134,996,261	4.65%

Vertical Analysis

Balance Sheet Item	Year 1 (\$)	Year 1 (%)	Year 2 (\$)	Year 2 (%)	Year 3 (\$)	Year 3 (%)
TOTAL ASSETS	574,504,069	100.00%	714,047,175	100.00%	835,450,020	100.00%
LAND & BUILDING	20,200,899	3.52%	18,025,058	2.52%	25,570,512	3.06%
PLANT, MACHINERY	32,595,475	5.67%	21,718,316	3.04%	22,587,049	2.70%
FURNITURE & FIXTURE	4,346,944	0.76%	3,487,404	0.49%	3,626,900	0.43%
VEHICLES	10,296,738	1.79%	12,684,938	1.78%	13,192,336	1.58%
TOTAL FIXED ASSETS	67,440,056	11.74%	55,915,716	7.83%	64,976,796	7.78%
OTHER INVESTMENT	-	0.00%	70,427,095	9.86%	103,244,179	12.36%
TOTAL INVESTMENT	-	0.00%	70,427,095	9.86%	103,244,179	12.36%
CASH & BANK BALANCES	48,956,431	8.52%	38,249,236	5.36%	39,879,205	4.77%
STOCK & STORES	179,735,576	31.29%	169,545,683	23.74%	192,027,510	22.99%
TRADE DEBTORS	141,399,830	24.62%	201,278,457	28.19%	229,329,595	27.45%
CLAIMS RECEIVABLE	126,838,720	22.08%	172,641,976	24.18%	199,547,655	23.88%

ADVANCES, DEPOSITS & PREPAYMENTS	10,133,456	1.76%	5,989,012	0.84%	6,445,080	0.77%
TOTAL CURRENT ASSETS	507,064,013	88.26%	587,704,364	82.30%	667,229,045	79.87%
TOTAL ASSETS	574,504,069	100.00%	714,047,175	100.00%	835,450,020	100.00%
OWNER'S EQUITY	400,000,000	69.62%	439,478,981	61.54%	553,882,592	66.30%
ACCUMULATED PROFIT/(LOSS)	39,478,981	6.87%	114,403,611	16.02%	134,996,261	16.16%
TOTAL OWNER'S EQUITY	439,478,981	76.49%	553,882,592	77.56%	688,878,853	82.46%
RUNNING FINANCE	860,419	0.15%	3,726,543	0.52%	3,875,605	0.46%
TRADE CREDITORS	93,160,141	16.22%	103,363,494	14.48%	97,498,034	11.67%
ACCRUED LIABILITIES	39,004,528	6.79%	53,074,546	7.43%	45,197,528	5.41%
UN EARNED REVENUE/INCOME	2,000,000	0.35%	-	0.00%	-	0.00%
TOTAL CURRENT LIABILITIES	135,025,088	23.51%	160,164,583	22.44%	146,571,167	17.54%
TOTAL CAPITAL & LIABILITIES	574,504,069	100.00%	714,047,175	100.00%	835,450,020	100.00%

CHAPTER NO.7

CONCLUSION

CONCLUSION

The information collected from most of the sources inside and outside of the organization, Leather coordinator suggests that the organization is mismanaged and loose in structuring to a large level. It have to Access Consulting helped in the following areas; Development of Organization Structure, Development of Job Descriptions & Job Specs (Management & Technical), Development of Performance Management System, Salary Survey (Management & Technical Positions), Training needs Assessment.

Therefore it can be considered that the Leather coordinator should try to accomplish the hope of the customers to the peak possible level. But competition and market instability can never be ignored and have to be taken care of survival of the fittest can only be achieved through innovation and technological capabilities. Likewise the weaknesses examined over must be conquer as quickly as possible and extra money should be made in the areas, which are helpful and considered to be the power of the company.

If weaknesses are not taken seriously then unawareness might lead to a larger loss and that increase the threats. It was also notice that over the years due to outside interference in the affairs of Leather coordinator and its ever mushrooming (expanding) size are the major causes of unfastened management structure of the organization. Since the man power is not hired under a prearranged well defined process and policies and entries are made possible at various levels of hierarchy, The Leather coordinator was not in a situation to plan a ability building and training session for its workers.

Consequently it is concluded that the causes of Leather coordinator imperfect structure are internal and external both which are leading the company to a failure and making it less competitive in market. There must be proper workforce training according to current standards.

CHAPTER NO.8
SUGGESTION AND RECOMMENDATION

SUGGESTIONS & RECOMMENDATIONS

1. **Experience and Expertise:** Look for someone with extensive experience in leather work and a strong portfolio showcasing their skills.
2. **Quality of Work:** Check reviews or ask for samples of their previous work to ensure they produce high-quality products.
3. **Specialization:** Depending on your needs, you might want someone who specializes in particular types of leather goods, such as fashion accessories, furniture, or automotive interiors.
4. **Recommendations:** Seek recommendations from industry professionals or online forums dedicated to leathercraft.
5. **Communication and Professionalism:** Choose a coordinator who communicates clearly and is responsive to your needs.