



**A
TECHNICAL REPORT ON INDUSTRIAL ATTACHMENT FOR
STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)
HELD AT
MARTUDO HOMES, IKOTA LAGOS STATE**



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**IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE
AWARD IN NATIONAL DIPLOMA CERTIFICATE IN BUSINESS
ADMINISTRATION.**

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CERTIFICATION

This is to certify that this report is original to the author, **AGBAJE MARIAM PELUMI** of matric number **ND/23/BAM/FT/0030** of the Department of Business Administration, Institute of Finance and Management Studies, Kwara State Polytechnic, Ilorin and was supervised accordingly by;

.....
SIWES COORDINATOR

.....
DATE & SIGNATURE

.....
SIWES SUPERVISOR

.....
DATE & SIGNATURE

.....
HEAD OF DEPARTMENT

.....
DATE & SIGNATURE

PREFACE

This is a report of four months industrial training which was done as part of the requirement needed for the award of National Diploma Certificate which was embarked upon by the technical student after their first year of stay in school.

It is also done to enable the student's to be exposed to the practical aspect of their course of study and write down what he/she has gained during the training.

The program is aimed at addressing incompetence in schools while improving scientific and technical education in the country.

DEDICATION

This report is dedicated to the Almighty God, the Beneficent, the merciful, the cherisher of the universe, the uncreated creator of all creatures and the most knowledgeable who seek knowledge just from himself for giving me the opportunity, privilege and understanding to participate in the student industrial work experience scheme (SIWES).

I also dedicate this report to my amiable parent Mr. and Mrs. **AGBAJE** for their financial support during the course of the program. May GOD continue to bless them (AMEN).

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CHAPTER ONE

INTRODUCTION OF SIWES

The Students Industrial Work Experience Scheme (SIWES) for the 2023 /2024 academic session kicked off the month of in August 2023 and was concluded (4) months in the month of December, 2024. The industrial attachment program is solely aimed at improving in working skills of students in tertiary institutions as well as effecting, learning, participation and observation into proactive invariable fields with respect to grasp very useful practical knowledge which not only makes them employable but also aids in the perfect understanding of theories and operation in their different profession. It is a corporative industrial internship program that involves industries, the Federal Government of Nigeria, Industrial Training Fund (ITF), and Nigeria Universities Commission (NUC). The program is of very high importance considering the lack of adequate practical equipment for learning in most Nigeria tertiary institutions and itself proven as it has been part and parcel of the countries system of education for over 28 years.

AIMS OF SIWES

The Industrial Training Funds Policy document Number 1 of 1973, which established SIWES outline the objective of the scheme. The objectives are to:-

1. To provide an avenue for Students in Nigerian Tertiary Institutions to acquire Industrial Skills and Experience during their course of Study.
2. To prepare Students for the work they are likely to meet after graduation.
3. To expose students to work methods and techniques of handling equipment and machinery that may not be available in their Institutions.
4. To allow the transition phase from school to the world of working environment easier and facilitate students contact for later job placement.
5. To provide students with an opportunity to apply theoretical knowledge in real work

situation there by bridging the gap between theory and practice.

Historical Background of SIWES

SIWES (Student Industrial Work Experience Scheme) was set up by the federal government of Nigeria to close the gap between theoretical learning and practical work experience. It was first kicked off and funded by the Industrial Training Fund (ITF) in 1973. The scheme has gone through a series of reforms. Its management has changed hands from the ITF in 1978 to various regulatory agencies such as National Universities (NUC) and National Board for Technical Education (NBTE) and back to the ITF again in 1985. These are the major stakeholders in SIWES. Consequently, the SIWES program was introduced into the curriculum of tertiary institutions in the country as far back as 1974 with 948 students from two institutions of higher learning and the scheme has over the years contributed immensely to the personal development and motivation of their academic programs and what knowledge and skill will be expected of them on professional practice after graduation.

DEFINITION OF TERMS

- 1. SIWES:** Student Industrial Work Experience Scheme. The Scheme was established by the Industrial Training Fund (ITF) in 1973 to solve the problem of lack of adequate preparatory for employment in industry by Nigeria graduates of tertiary institutions.
- 2. Industrial Training Fund:** The fund was established in 1971 and has operated consistently and painstakingly within the context of its.
- 3. CONSOLE:** It is considered as the center piece or the very heart of a radio station. Hasan (2013) in Adoyi (2020:54) says, professionally, a mixing console is an electronic device for combining (mixing) routing, and changing the level, tone and/or dynamics of audio signals.

CHAPTER TWO

DEPARTMENTS IN MARTUDO HOMES REAL ESTATE AND THEIR FUNCTIONS

1. Sales and Marketing Department

- **Functions:**
 - Promotes the company's properties and services to potential clients.
 - Develops marketing strategies, advertising campaigns, and manages online presence.
 - Engages in client acquisition and relationship management.

2. Property Management Department

- **Functions:**
 - Oversees the daily operations of rental properties, including maintenance and tenant relations.
 - Ensures properties are well-maintained, secure, and compliant with regulations.
 - Handles tenant inquiries, lease agreements, and rent collection.

3. Finance and Accounting Department

- **Functions:**
 - Manages the company's financial transactions, budgeting, and financial reporting.
 - Handles payroll, accounts payable/receivable, and tax compliance.
 - Provides financial analysis to support strategic decision-making.

4. Legal and Compliance Department

- **Functions:**
 - Ensures all company operations and transactions comply with local, state, and federal laws.
 - Prepares and reviews contracts, lease agreements, and other legal documents.
 - Manages any legal disputes or litigation involving the company.

5. Human Resources Department

- **Functions:**
 - Oversees recruitment, training, and development of staff.
 - Manages employee relations, benefits, and compliance with labor laws.
 - Develops policies to maintain a productive work environment.

6. Development and Construction Department

- **Functions:**
 - Plans and oversees new property developments and construction projects.

- Coordinates with architects, contractors, and engineers to ensure project completion.
- Manages project budgets, timelines, and quality control.

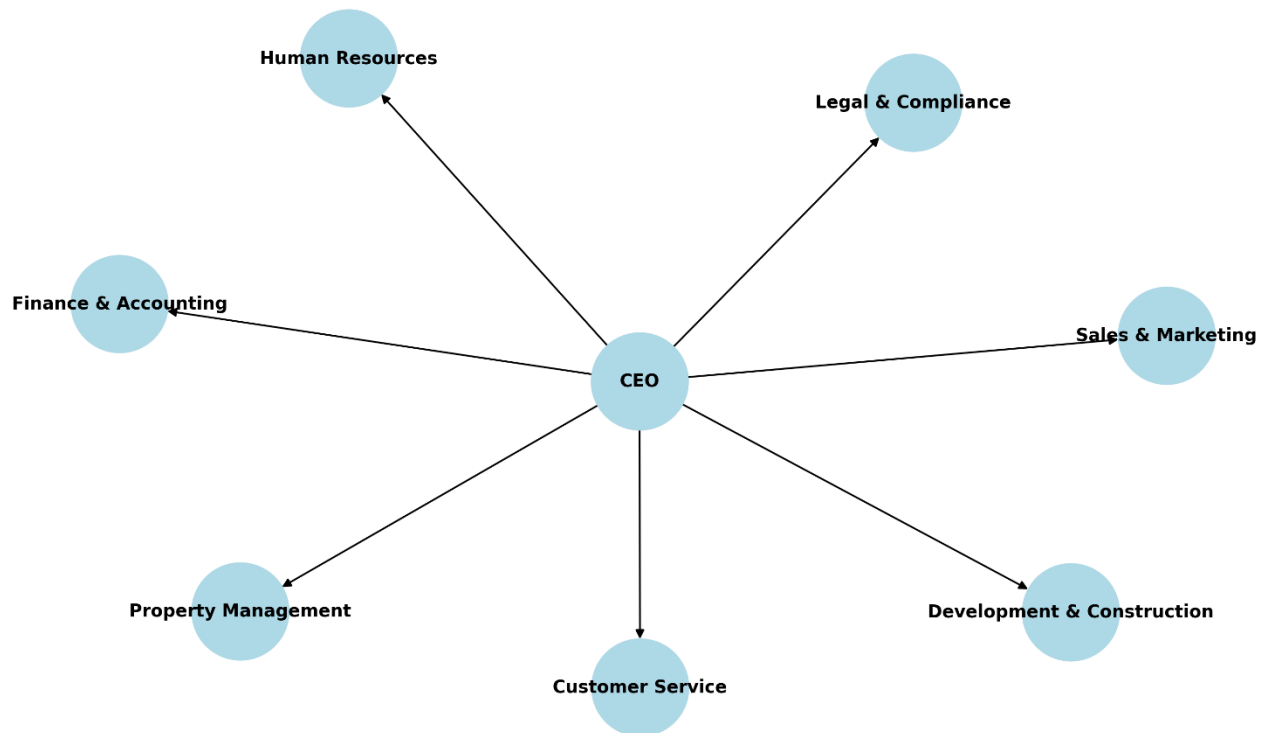
7. Customer Service Department

- **Functions:**
 - Addresses client inquiries, complaints, and feedback.
 - Ensures a positive experience for clients throughout their engagement with the company.
 - Provides support during the buying, selling, or renting process.

BREIF HISTORY OF MARTUDO HOMES

Martudor Homes is a real estate firm that specializes in property sales, rentals, and investment consultancy. The company is known for its strategic approach to real estate marketing, property appraisal, and customer relations management.

STRUCTURE OF MARTUDO HOMES



CHAPTER THREE & FOUR

SIWES EXPERIENCE AT MARTUDO HOMES, LAGOS STATE

My SIWES commenced officially on the 5th of August 2024. And I resumed at **MARTUDO HOMES** on the 5th August 2024. SIWES experience can be regarded as plus, because I learnt a lot of things which includes the practical and theoretical aspects of **BUSINESS ADMINISRTATION** and made me to have more experience.

During the SIWES training, the following tasks were performed:

Visiting an Estate Worth 70 Million Naira

One of the key highlights of my training was visiting a high-value estate worth 70 million Naira. This provided firsthand exposure to the valuation of luxury properties and the various factors that contribute to property pricing, including location, infrastructure, and market demand. The visit helped me understand real estate investment strategies and how premium properties are positioned in the market.

Learning How to Conduct a Property Appraisal

I was trained on the process of property appraisal, which involves determining the fair market value of a property. This requires analyzing factors such as comparative market analysis (CMA), the condition of the property, land value, and economic trends. Accurate property appraisal is crucial in real estate transactions to ensure buyers and sellers make informed financial decisions.

Observing Agent Presentation and Sales Pitch During a Property Showing

I observed professional real estate agents during property showings and learned effective presentation techniques. The key elements included:

- Understanding client needs.
- Highlighting unique selling points (USPs) of the property.
- Using persuasive communication to influence potential buyers.
- Addressing client objections professionally.

Assisting in Listing a New Property Viewing

- I participated in listing new property viewings by gathering essential details, capturing high-quality images, and ensuring proper documentation. This process is vital for attracting prospective buyers and investors.

Handling Negotiations with Buyers

Negotiation is a critical skill in business administration, particularly in real estate. I learned strategies for handling negotiations, such as:

- Understanding the buyer's financial capability and needs.
- Providing alternatives to meet the client's budget.
- Using persuasive techniques to justify pricing.
- Reaching a mutually beneficial agreement.

Importance of Attention to Detail in Property Documentation

Proper documentation is essential in real estate transactions to prevent legal disputes. I learned about essential documents such as:

- Deeds of assignment.
- Certificates of occupancy.
- Sales agreements and contract terms.
- Title verification processes. Attention to detail ensures compliance with regulatory requirements and protects both buyers and sellers from potential fraud.

Time Management

Effective time management is crucial in real estate, where multiple clients and transactions must be handled efficiently. I developed time management skills by scheduling property viewings, meeting deadlines, and prioritizing tasks.

Locating Properties That Meet Client Criteria

I was involved in property sourcing, which required understanding client preferences such as budget, location, property size, and amenities. Using property databases and market research, I assisted in

identifying properties that met specific client needs.

Reading Articles on Industry Trends and Their Impact on Real Estate

Staying informed about real estate trends is essential for making strategic business decisions. I read articles on topics such as:

- The impact of inflation on real estate prices.
- Emerging smart home technologies.
- Government policies affecting property investment. This knowledge enhanced my understanding of market dynamics and investment opportunities.

Improving Communication Skills

Effective communication is essential in real estate transactions. I developed my communication skills through:

- Writing professional emails and proposals.
- Engaging with clients and responding to inquiries.
- Presenting property features confidently.

Handling Client Complaints and Resolving Issues

Customer relationship management is crucial in real estate. I learned how to address client complaints professionally, ensuring client satisfaction and maintaining the company's reputation. This involved:

- Listening actively to client concerns.
- Offering timely and effective solutions.
- Following up to ensure the issue was fully resolved.

SKILLS ACQUIRED

During my SIWES training, I developed and improved the following skills:

- Property appraisal and valuation.
- Negotiation and persuasion skills.
- Sales and marketing techniques.
- Effective communication and presentation skills.
- Time management and organizational skills.
- Customer relationship management.
- Research and analytical skills related to real estate trends.
- Conflict resolution and problem-solving abilities.

Challenges Faced

- Difficulty understanding complex property documentation.
- Handling difficult clients during negotiations.
- Managing multiple tasks within tight deadlines.
- Adapting to real estate industry terminologies and processes.

Solutions Implemented

- Attended training sessions on legal aspects of real estate documentation.
- Observed and learned from experienced agents on how to handle client objections effectively.
- Utilized time management techniques to prioritize tasks efficiently.
- Conducted self-study and engaged with industry professionals to improve my knowledge.

CHAPTER FIVE

SUMMARY, RECOMMENDATION, AND CONCLUSION

My SIWES experience at **Martudor Homes** Real Estate Company was highly enlightening and practical. I gained invaluable knowledge in property sales, appraisal, negotiation, and client management. Through direct involvement in real estate operations, I developed strong business skills applicable to my future career. The hands-on experience enhanced my understanding of the real estate industry, preparing me for professional opportunities in business administration and real estate management.

RECOMMENDATION

- Future SIWES students should actively participate in all activities to gain practical knowledge.
- Companies should provide structured training sessions for interns to maximize learning opportunities.
- Students should stay updated on industry trends to enhance their competitive advantage in the job market.

CONCLUSION

The SIWES program at Martudor Homes Real Estate Company provided valuable insights into real estate business operations. The experience helped me develop essential business administration skills, including property valuation, sales techniques, negotiation, communication, and time management. This training has prepared me for a career in business and real estate management.