



**TECHNICAL REPORT ON STUDENT INDUSTRIAL
WORK EXPERIENCE SCHEME (SIWS)**

HELD AT

NIGERIA LIFE AND PROVIDENT COMPANY LTD

314, IKORODU ROAD, ANTHONY BUSTOP LAGOS STATE

By:

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ATOYEBI MISTURAT KANYINSOLA

**SUBMITTED TO DEPARTMENT OF PROCUREMENT AND
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AND MANAGEMENT STUDIES (IFMS) KWARA STATE
POLYTECHNIC, ILORIN**

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DEDICATION

This report is dedicated to Almighty God for His divine mercy on me and my family who has given me the strength, wisdom, knowledge and understanding in working toward my success.

ACKNOWLEDGEMENT

To God who owns life, I wish to express my sincere appreciation and gratitude for seeing me throughout my duration in Kwara State Polytechnic and for making my vision come to reality, also for His Goodness, Mercy, Provision and Grace upon my life.

My profound gratitude goes to my sincere appreciation goes to My family may God be with you.

Finally, my sincere gratitude also goes to my lovely friend both within and outside the institution,

ABSTRACT

This report gives a good account of the training and experience which exposed student during the student industrial work experience (SIWES) at **NIGERIA LIFE AND PROVIDENT COMPANY LTD.**

CHAPTER ONE

1.1 INTRODUCTION

This program called (SIWES) student industrial work experience scheme is compulsory to all ND1 student who practicable course. It enables student to have the experience of the aspect which have been taught in school. It is a program that takes up to three month in which student are expected to be able practices what they are taught.

1.2 AIMS AND OBJECTIVES OF SIWES

The student industrial work experience scheme (SIWES) can be define as a technical skills and acquisition of knowledge from the organization, industrial sector. It is also serving as the complement the learning which student have acquired in the classroom or theoretically.

The objective of the student industrial work experience scheme is as follow

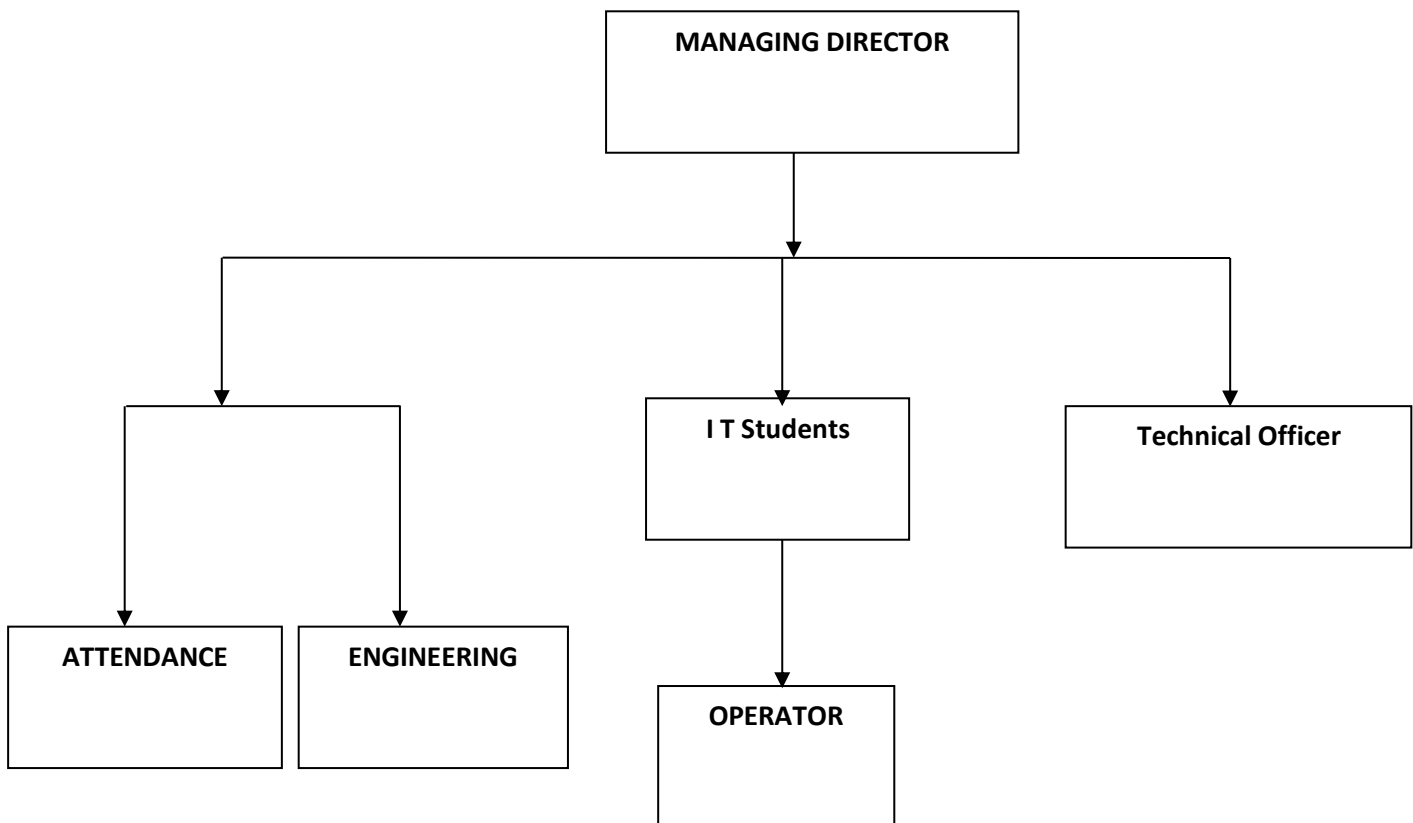
- It enables the student to practically different test from what they learnt theoretically in the classroom.
- It also enlighten student to various s division of industrial or organization of work in which the course of study can be radicalized.
- It relate the student to the labor market and how it being operated.
- To enable student to defend his or her self in anywhere he or she found itself.

1.3 HISTORICAL BACKGROUND OF THE ORGANIZATION

The name of the organization is Nigeria Life and provident Company Ltd 314, Ikorodu road, Anthony bustop lagos state

It was created in 2000 and was directed by Mr. Ajibare Sheriff. The aims and objective of the organization is to train both SIWES and its student and also individual in networking in order for them to know much or deep about and they have taught in their various institutions.

1.4 ORGANIZATION CHART



1.5 MAJORACTIVITIES OF THE ORGANIZATION

The major activity of the organization is operating of is buying and selling of fabrics in bulk from both outside and inside the Word and also students teaches about computers in general. The organization also accommodate SIWES student.

Other activities performed by the organization are:

1. The organization based on buying and packaging of cord lace, senator material and others
2. The organization also based on training student in practical aspect.
3. The organization also goes about making and training retailers and road side trader to become better.

CHAPTER TWO

2.1 SECTION/UNITS OF THE ORGANIZATION AND THEIR SPECIFIC FUNCTION

Trainee is applicable to all various section in the organization such as secretary of department , the packing unit, and the bulk room sides where every single bought goods is been placed order

2.2 STUDENTS INVOLVEMENT AT VARIOUS SECTION/UNIT

Student performed well in the section which he found himself in such as placement unit, packaging unit marketing unit computer peripherals.

2.3 INTERPERSONAL RELATIONSHIPS WITH THE ORGANIZATION

Pertaining to interpersonal relation there was cordial and sustained relationship among the staff, manager and the SIWES students.

CHAPTER THREE

3.0 STUDENT SPECIFIC INVOLVMENT AT VARIOUS SECTION/ UNIT

INTRODUCTION TO THE PACKAGING UNIT

The chapter include information about how to to pack so costly cloth and material in a way that its wont have any course of issues, they also make sure. Every single goods order, are in better position and well package

HUMAN MANAGEMENT

The Human Management Unit (HMU) refers to the department or team responsible for managing the human resources aspects of a fabric selling business. The HMU plays a crucial role in ensuring the smooth operation of the business by overseeing the recruitment, training, development, and welfare of employees;

KEY FUNCTIONS OF HMU

1. Recruitment and Selection: The HMU is responsible for attracting, selecting, and hiring talented employees to work in the fabric selling business.
2. Training and Development: The HMU provides training and development programs to enhance the skills and knowledge of employees, ensuring they can effectively sell fabrics and provide excellent customer service.

3. Employee Relations: The HMU manages employee relations, including resolving conflicts, addressing grievances, and promoting a positive work environment.

4. Performance Management: The HMU oversees performance management, including setting goals, evaluating employee performance, and providing feedback and coaching.

5. Employee Welfare: The HMU is responsible for ensuring the health, safety, and well-being of employees, including providing benefits, such as health insurance and paid time off.

Importance of HMU in Fabric Selling Business

1. Improved Customer Service: A well-managed HMU ensures that employees are trained to

SALES DEPARTMENT AT THE COMPANY

The sales department at a fabrics store is responsible for interacting with customers, understanding their needs, and providing them with the right fabrics and services. Here's an overview of the typical activities and responsibilities of a sales department at a fabrics store.

Pre-Sale Activities

1. Greeting Customers: Sales staff greet customers, welcome them to the store, and ask how they can assist them.

2. Understanding Customer Needs: Sales staff ask questions to understand the customer's project requirements, preferences, and budget constraints.

3. Providing Fabric Options: Sales staff show customers various fabric options, explain their features, and help them make informed decisions.

Sales Activities

1. Measuring and Cutting Fabrics: Sales staff measure and cut fabrics according to customer specifications.

2. Processing Transactions: Sales staff process transactions, handle payments, and provide receipts.

3. Answering Customer Queries: Sales staff answer customer questions, provide advice, and offer solutions to their problems.

RECORD KEEPING DEPARTMENT

Importance of Record Keeping

Record keeping is essential for a fabric store to maintain accurate and up-to-date information about its operations, finances, and customer interactions. Effective record keeping helps fabric stores:

Record Keeping Methods

stores can use various methods to keep records, including:

1. Manual Records: Paper-based records, such as notebooks, spreadsheets, and filing cabinets.

2. Digital Records: Computer-based records, such as accounting software, customer relationship management (CRM) systems, and inventory management software.

- **Track Sales and Revenue:** Monitor sales performance, revenue, and profit margins.
- **Manage Inventory:** Keep track of fabric stock, including quantities, prices, and suppliers.
- **Provide Customer Service:** Record customer interactions, including purchases, returns, and complaints.
- **Make Informed Decisions:** Analyze data to inform business decisions, such as pricing, promotions, and inventory management.
- **Cloud-Based Records:** Online records stored in cloud-based storage services, such as Google Drive or Drop box

WARE HOUSING

Warehousing is a critical component of a store's operations, as it enables the store to:

1. **Store Inventory:** Keep stock in a secure and organized manner.
2. **Manage Supply Chain:** Receive, inspect, and process shipments from suppliers.
3. **Fulfill Customer Orders:** Pick, pack, and ship fabric orders to customers.
4. **Reduce Costs:** Minimize damage, theft, and other losses.

Types of Warehousing

Fabric stores can use various types of warehousing, including:

1. On-Site Warehousing: Storage facilities located within the fabric store's premises.
2. Off-Site Warehousing: External storage facilities rented or leased by the fabric store.
3. Third-Party Logistics (3PL): Outsourcing warehousing and logistics operations to a third-party provider.

WAREHOUSING OPERATIONS

Fabric stores should consider the following warehousing operations:

1. Receiving and Inspection: Verify fabric shipments against purchase orders and inspect for damage.
2. Storage and Organization: Store stock in a logical and accessible manner.
3. Inventory Management: Track stock levels, monitor inventory turnover, and optimize stock levels.
4. Order Fulfillment: Pick, pack, and ship fabric orders to customers.
5. Returns and Reverse Logistics: Handle customer returns, process refunds, and manage reverse logistics

STOCK TAKING

Importance of Stock Taking

Stock taking, also known as inventory counting, is a crucial process in a fabrics store to:

1. **Accurately Count Inventory:** Verify the quantity of fabrics, notions, and other merchandise on hand.
2. **Identify Discrepancies:** Detect any discrepancies between the physical count and the inventory records.
3. **Optimize Inventory Levels:** Make informed decisions about inventory replenishment, reductions, or adjustments.
4. **Improve Customer Satisfaction:** Ensure that popular fabrics and items are in stock, reducing the risk of stock outs and disappointed customers.

Types of Stock Taking

Fabrics stores can conduct different types of stock taking, including:

1. **Physical Count:** A manual count of inventory items.
2. **Cycle Count:** A periodic count of a portion of the inventory.
3. **Annual Inventory:** A comprehensive count of all inventory items, typically conducted annually.

Stock Taking Process

The stock taking process typically involves:

1. Preparation: Notify employees, prepare counting materials, and ensure the store is closed or operations are minimized.
2. Counting: Physically count inventory items, using scanners, clipboards, or other tools.
3. Recording: Record the counted quantities, noting any discrepancies or issues.
4. Verification: Verify the accuracy of the count, investigating any discrepancies.
5. Adjustments: Make adjustments to inventory records, as needed.

Stock Taking Methods

Fabrics stores can use various stock taking methods, including:

1. Manual Count: A physical count using clipboards, pens, and paper.
2. Barcode Scanning: Using barcode scanners to quickly and accurately count inventory.
3. RFID (Radio Frequency Identification): Using RFID technology to track and count inventory.

Benefits of Stock Taking

Regular stock taking can bring numerous benefits to a fabrics store, including:

1. Improved Inventory Accuracy: Ensuring inventory records reflect the actual quantities on hand.
2. Reduced Stock outs: Identifying low-stock items and replenishing them before they run out.
3. Minimized Overstocking: Avoiding excessive inventory levels, reducing waste and unnecessary expenses.
4. Enhanced Customer Satisfaction: Ensuring popular fabrics and items are in stock, improving customer satisfaction

CHAPTER FOUR

4.1 PERSONAL IMPERSSION ABOUT THE ORGANIZATION

Though the organization is a growing firm, yet it is of standard. It is standard enough to impact great and immeasurable knowledge to students who have chosen computer science as a field of study.

FACTOR TO BE CONSIDERED IN SELECTING A PRODUCT AND COMMODITIES IN FABRICS HOUSE

MARKET DEMAND

1. Customer Preferences: Understand customer preferences, including color, texture, and fabric type.
2. Seasonal Demand: Consider seasonal demand for specific fabrics, such as winter coats or summer dresses.
3. Trend Analysis: Analyze current fashion trends and predict future demand.

Quality and Durability

1. Fabric Composition: Consider the fabric composition, including natural fibers (cotton, wool), synthetic fibers (polyester, nylon), and blends.
2. Weave and Density: Evaluate the weave and density of the fabric, including plain weave, twill, and satin.
3. Weight and Thickness: Consider the weight and thickness of the fabric, including lightweight, medium-weight, and heavyweight.

Price and Profitability

1. Cost Price: Evaluate the cost price of the fabric, including the cost of raw materials, labor, and transportation.
2. Selling Price: Determine the selling price of the fabric, considering market demand, competition, and profit margins.
3. Profitability: Calculate the profitability of the fabric, considering the cost price, selling price, and other expenses.

Supplier and Sourcing

1. Supplier Reputation: Evaluate the reputation of the supplier, including their quality, reliability, and customer service.
2. Sourcing Options: Consider sourcing options, including domestic, international, and online suppliers.
3. Lead Time and Delivery: Evaluate the lead time and delivery options, including shipping, transportation, and storage.

Brand and Labeling

- 1 Brand Identity: Consider the brand identity, including the brand name, logo, and packaging.
2. Labeling and Tagging: Evaluate the labeling and tagging options, including care labels, size labels, and price tags.

CHAPTER FIVE

5.1 CONCLUSION

In conclusion, student industrial work experience scheme program (SIWES) has given the opportunity to have at least some knowledge about my course of study and program has provided me an abridgement of gap.

5.2 RECOMMENDATION

I hereby recommend that the school management should promote proper orientation on the program for the student who lacks it for high rate of student un-involvement.

I will be glad if the programmer student industrial training experience scheme (SIWES) period is extended more than four months, so that the student might have enough time to learn practical aspect of what have learnt in their various institutions.