

# KWARA STATE POLYTECHNIC

P.M.B. 1375, ILORIN-NIGERIA

[siwesunit@kwarastatepolytechnic.edu.ng](mailto:siwesunit@kwarastatepolytechnic.edu.ng)

STUDENTS' INDUSTRIAL WORK EXPERIENCE  
SCHEME (SIWES)

## TRAINING LOG BOOK

STUDENT'S SURNAME: Adeleke Emmanuel

OTHER NAMES: .....

COURSE OF STUDY: Business Administration

MATRICULATION NUMBER: ND/23/BAM/PT/0277

PLACE OF ATTACHMENT: .....

BANK NAME: UBA ACCT. NO.: 2110404358 SORT CODE: 033141900

NAME OF COMPANY/ORGANIZATION: Perfetti Van Melle  
Mandate 3 estate Irewolede Ilorin Kwara State

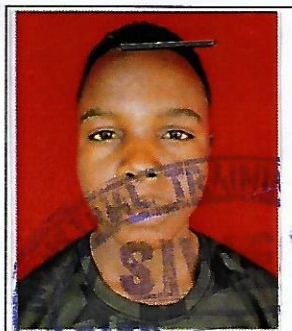
LOCATIONAL ADDRESS OF COMPANY/ORGANIZATION (Street No, Street Name,

Town and State: Kwara State Irewolede Estate

TEL/GSM: 09010841116 E-MAIL: AdelekeEmmanuel68@gmail.com

NAME OF OFFICER IN CHARGE OF SIWES IN THE COMPANY: O.P.M

## STUDENT'S PARTICULAR



10/1/2025



NAME OF STUDENT: Adeleke

INSTITUTION: I.F.M.S

MATRICULATION NUMBER: ND/23/BAM/PT/0277

COURSE OF STUDY: Business Administration

DATE OF BIRTH: 10/1/2002

CONTACT ADDRESS: No. 52 Talibi Street Ilorin Kwara State

PHONE NUMBER: 09010841116

SIGNATURE OF THE STUDENT: [Signature]

NAME OF THE COMPANY/ESTABLISHMENT AND ADDRESS: Perrett's Uam  
melle mandate 3 State Inewalede Ilorin Kwara State

NAME & SIGNATURE OF THE INDUSTRY-BASED SIWES COORDINATOR:

G.S.M NUMBER OF INDUSTRY-BASED SIWES COORDINATOR:

(i)..... (ii).....

NAME & SIGNATURE OF THE POLYTECHNIC-BASED INDUSTRIAL COORDINATOR:

POLYTECHNIC STAMP & DATE:

WEEK NO: 30/09/2024

WEEK ENDING: 5/10/2024

(Last working day of the week)

## WEEKLY PROGRESS SHEET

| DAY<br>&<br>DATE       | DESCRIPTION OF WORK DONE                                                 |
|------------------------|--------------------------------------------------------------------------|
| MONDAY<br>30/09/2024   | Visitation to Nigeria Brewery PLC to<br>Submit a manual come for payment |
| TUESDAY<br>1/10/2024   | Documentation of daily and weekly expenses to<br>the ledger booklet      |
| WEDNESDAY<br>2/10/2024 | Despatching of daily expenses funds for<br>expansion                     |
| THURSDAY<br>3/10/2024  | Despatching of <del>daily</del> and weekly<br>expenses                   |
| FRIDAY<br>4/10/2024    | Various destination<br>Despatching of loaded truck drivers of them       |
| SATURDAY<br>5/10/2024  | freeday                                                                  |

WEEK NO: 07/09/2024WEEK ENDING: 12/10/2024

(Last working day of the week)

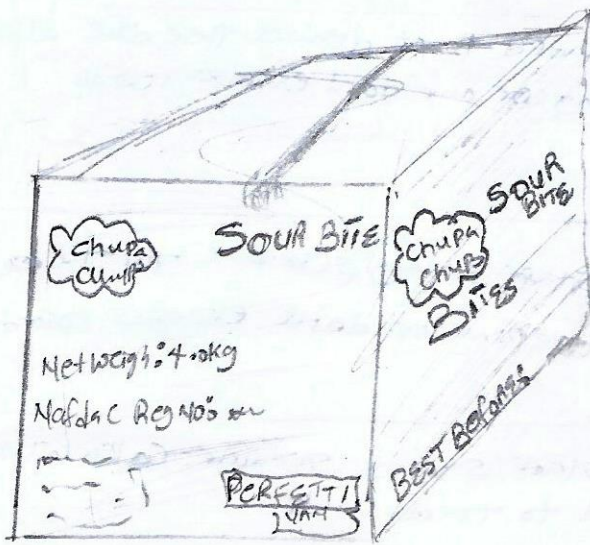
## WEEKLY PROGRESS SHEET

| DAY<br>&<br>DATE       | DESCRIPTION OF WORK DONE                                                                              |
|------------------------|-------------------------------------------------------------------------------------------------------|
| MONDAY<br>7/10/2024    | Assigned to follow the procurement team to carry out market research and carry out effective purchase |
| TUESDAY<br>8/10/2024   | documentation of weekly expenses to the ledger booklet                                                |
| WEDNESDAY<br>9/10/2024 | despatching of loaded truck drivers                                                                   |
| THURSDAY<br>10/10/2024 | despatching of daily expenses for operation                                                           |
| FRIDAY<br>11/10/2024   | keeping of daily expenses records                                                                     |
| SATURDAY<br>12/10/2024 | Free day                                                                                              |

Date:.....

**FOR THE SKETCHES, DIAGRAMS AND GRAPHS**

(Additional diagrams may be attached where necessary)



Student's Signature: ..... Date: 12/09/2024

Comments by Industrial-Based Supervisor: ..... Good and well behaved boy.

Name: ADEDEJI STEVE STAPU

Signature: ..... Date: .....

|                          |          |
|--------------------------|----------|
| ALVINS OUTLETS NIG. ENT. |          |
| Sign                     | .....    |
| Date                     | 20/11/24 |

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WEEK NO: 14

14/10/2024

WEEK ENDING: 19/10/2024

(Last working day of the week)

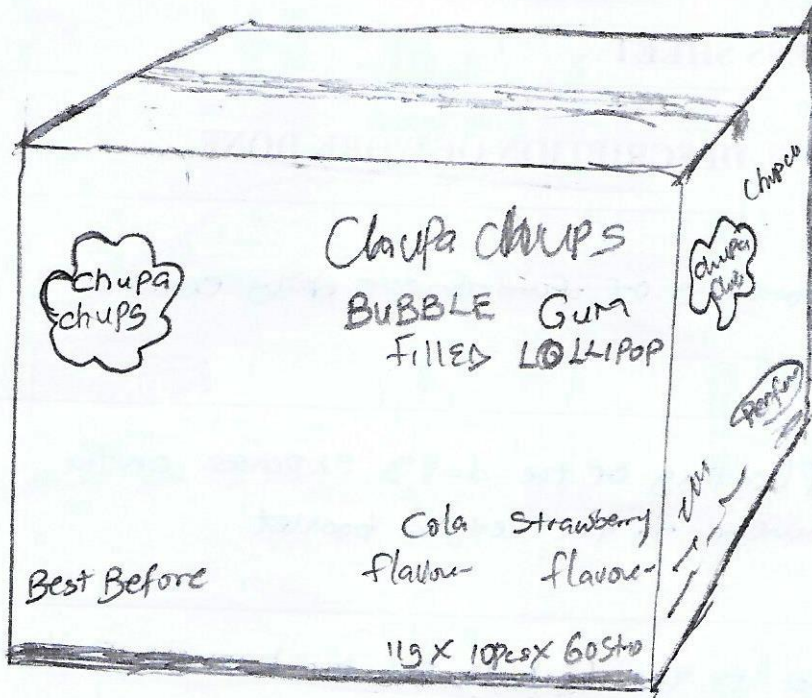
## WEEKLY PROGRESS SHEET

| DAY<br>&<br>DATE        | DESCRIPTION OF WORK DONE                                                                                |
|-------------------------|---------------------------------------------------------------------------------------------------------|
| MONDAY<br>14/10/2024    | despatching of loaded truck drivers there due allowances and keeping of our daily expenses records      |
| TUESDAY<br>15/10/2024   | Preparation of staff salary schedule for the month and keeping of daily expenses record                 |
| WEDNESDAY<br>16/10/2024 | Conclusion of staff salary schedule calculation of transferred to their bank                            |
| THURSDAY<br>17/10/2024  | documentation of weekly expenses records to the ledger booklet                                          |
| FRIDAY<br>18/10/2024    | Continuation of staff salary schedule for the month of September and keeping of daily expenses records. |
| SATURDAY<br>19/10/2024  | free day                                                                                                |

Date: .....

**FOR THE SKETCHES, DIAGRAMS AND GRAPHS**

(Additional diagrams may be attached where necessary)



Student's Signature: ..... Date: 14/10/2024

Comments by Industrial-Based Supervisor: Good and well behaved boy, diligent and obedient.

Name: K. D. DEJI, S. S. S. S. S.

Signature: .....  
Date: 20/11/24

Date: 20/11/24

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WEEK NO: 21/10/2024

WEEK ENDING: 26/10/2024

(Last working day of the week)

## WEEKLY PROGRESS SHEET

| DAY<br>&<br>DATE        | DESCRIPTION OF WORK DONE                                                        |
|-------------------------|---------------------------------------------------------------------------------|
| MONDAY<br>21/10/2024    | Despatching of fund for our daily expenses                                      |
| TUESDAY<br>22/10/2024   | Duplicating of the daily expenses on the Journal to the Ledger booklet          |
| WEDNESDAY<br>23/10/2024 | sent to the bank to pay our business partner's outstanding                      |
| THURSDAY<br>24/10/24    | Assigned to follow the procurement team to purchase truck parts from the market |
| FRIDAY<br>25/10         | Documenting of the parts bought to the store.                                   |
| SATURDAY<br>26/10       | free day                                                                        |



Date:.....

**FOR THE SKETCHES, DIAGRAMS AND GRAPHS**

(Additional diagrams may be attached where necessary)



Student's Signature: ..... Date: 21/10/2024

Comments by Industrial-Based Supervisor: ..... Well behaved and hard working

Name: ADEDEJI Sola Sikiru

Signature: ..... Date: .....



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WEEK NO: 28/10/2024

WEEK ENDING: 22/11/2024

(Last working day of the week)

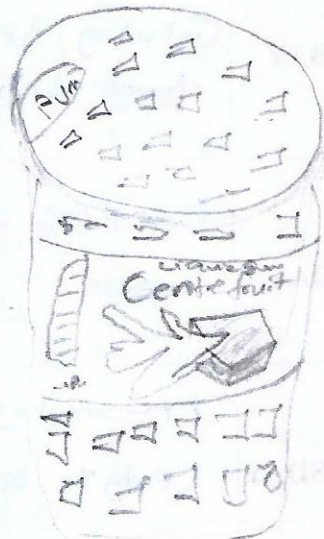
## WEEKLY PROGRESS SHEET

| DAY<br>&<br>DATE   | DESCRIPTION OF WORK DONE                                                                                        |
|--------------------|-----------------------------------------------------------------------------------------------------------------|
| MONDAY<br>28/10    | keeping records of the weekly trips of each<br>trucks                                                           |
| TUESDAY<br>29/10   | respatching of loaded trucks for the journey                                                                    |
| WEDNESDAY<br>30/10 | The procurement of <del>team</del> to the market                                                                |
| THURSDAY<br>31/10  | The <del>procurement of team</del> <del>to the</del><br>Documentation of procurement parts to<br>the store card |
| FRIDAY<br>1/11     | Transferring of weekly expenses to the<br>Ledgerbook let                                                        |
| SATURDAY<br>2/11   | Free day                                                                                                        |

Date:.....

**FOR THE SKETCHES, DIAGRAMS AND GRAPHS**

(Additional diagrams may be attached where necessary)



Student's Signature: ..... Date: 28/10/2024

Comments by Industrial-Based Supervisor: ..... well behaved  
and hard working

Name: ADEGBE STEW SIKIRU

Signature: ..... Date: 20/11/24

ALVINS OUTLETS NIG. ENT.

Sign

Date

WEEK NO: 04/10/2024WEEK ENDING: 09/11/2024  
(Last working day of the week)**WEEKLY PROGRESS SHEET**

| DAY & DATE        | DESCRIPTION OF WORK DONE                                                            |
|-------------------|-------------------------------------------------------------------------------------|
| MONDAY<br>4/11    | Giving depatch allowances to the loaded truck drivers for the journey.              |
| TUESDAY<br>5/11   | Keeping of expenses records of the previous week                                    |
| WEDNESDAY<br>6/11 | Transferring of weekly expenses to the Ledger book let                              |
| THURSDAY<br>7/11  | Despatching of funds for procurement                                                |
| FRIDAY<br>8/11    | Keeping records of the bad product returned from the customer from the truck driver |
| SATURDAY<br>9/11  | free day                                                                            |

**FOR THE SKETCHES, DIAGRAMS AND GRAPHS**

(Additional diagrams may be attached where necessary)

|                                        |                                        |                                                |
|----------------------------------------|----------------------------------------|------------------------------------------------|
| Chewing gum<br>Mentos®<br>fresh Action |                                        | Chewy dragee<br>mentos<br>40P x 36 bag<br>Cola |
| Chewing gum<br>mentos®<br>fresh Action | Chewing gum<br>mentos®<br>fresh Action | Chewy dragee<br>mentos<br>40P x 36 bag<br>Cola |
| Chewing gum<br>mentos®<br>fresh Action |                                        | Chewy dragee<br>mentos<br>40P x 36 bag<br>Cola |
| Chewing gum<br>mentos®<br>fresh Action |                                        | Chewy dragee<br>mentos<br>40P x 36 bag<br>Cola |
| Chewing gum<br>mentos®<br>fresh Action |                                        |                                                |
| Chewing gum<br>mentos®<br>fresh Action |                                        |                                                |
| Chewing gum<br>mentos®<br>fresh Action |                                        |                                                |

Student's Signature: \_\_\_\_\_

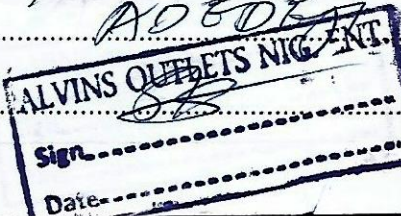
Date: 04/11/2024

### Comments by Industrial-Based Supervisor:

Name:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



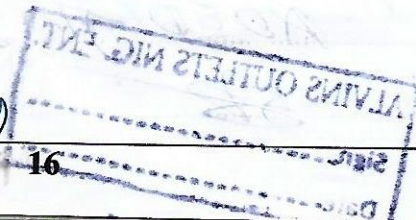
WEEK NO: 7 11/11/2024

WEEK ENDING: 16/11/2024

(Last working day of the week)

## WEEKLY PROGRESS SHEET

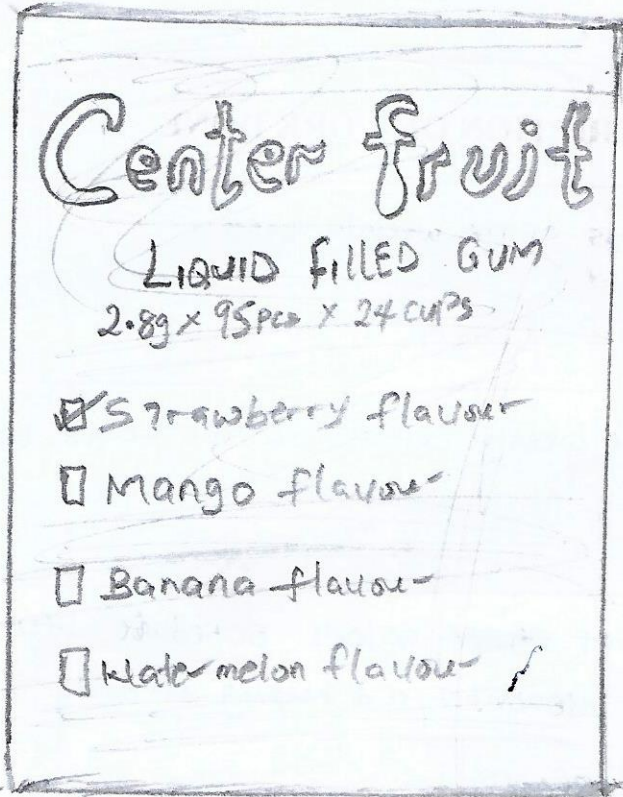
| DAY<br>&<br>DATE          | DESCRIPTION OF WORK DONE                                                               |
|---------------------------|----------------------------------------------------------------------------------------|
| <b>MONDAY</b><br>11/11    | Despatch of Loaded trucks                                                              |
| <b>TUESDAY</b><br>12/11   | Despatch of daily expenses funds for operation                                         |
| <b>WEDNESDAY</b><br>13/11 | Documentation of daily expenses to the Ledger Book let                                 |
| <b>THURSDAY</b><br>14/11  | Despatching to loaded truck drivers and daily expenses funds for operation             |
| <b>FRIDAY</b><br>15/11    | Sent to bank for payment to pending out standing and with drawal of Cash for operation |
| <b>SATURDAY</b><br>16/11  | free day                                                                               |



Date:.....

**FOR THE SKETCHES, DIAGRAMS AND GRAPHS**

(Additional diagrams may be attached where necessary)



Student's Signature: [Signature] Date: 11/11/2024

Comments by Industrial-Based Supervisor: very good

and well behaved

Name: ADEDET 5-5

Signature: [Signature] Date: 16/11/24



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WEEK NO: 18/11/2024

WEEK ENDING: 23/11/2024

(Last working day of the week)

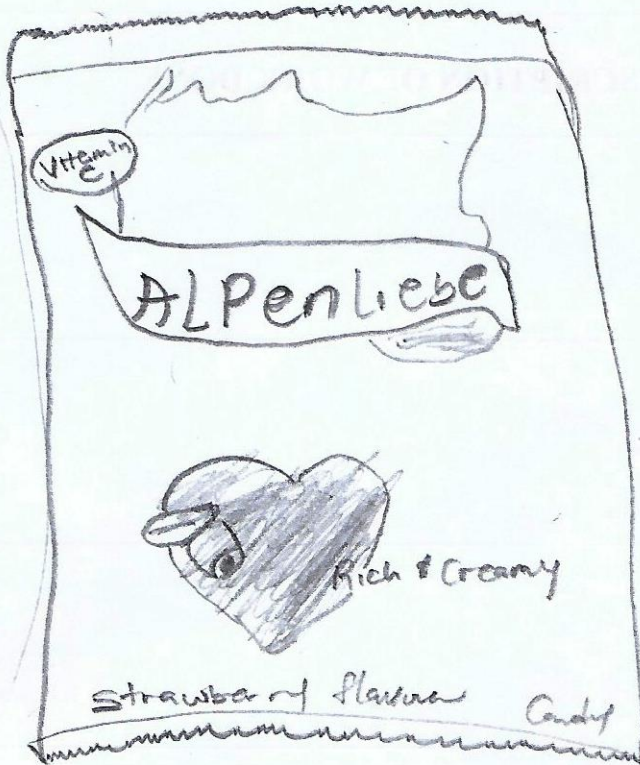
## WEEKLY PROGRESS SHEET

| DAY<br>&<br>DATE   | DESCRIPTION OF WORK DONE                                                                                                |
|--------------------|-------------------------------------------------------------------------------------------------------------------------|
| MONDAY<br>18/11    | Keeping records of the weekly bases                                                                                     |
| TUESDAY<br>19/11   | transferring of weekly expenses on the Ledger book<br>let                                                               |
| WEDNESDAY<br>20/11 | Continuation of <del>staff</del> salary schedule for the<br>month of November and keeping of daily<br>expenses records. |
| THURSDAY<br>21/11  | keeping record of the bad product returned from<br>the Customer from the truck driver                                   |
| FRIDAY<br>22/11    | Despatch of loaded trucks.                                                                                              |
| SATURDAY<br>23/11  | Free day                                                                                                                |

Date:.....

**FOR THE SKETCHES, DIAGRAMS AND GRAPHS**

(Additional diagrams may be attached where necessary)

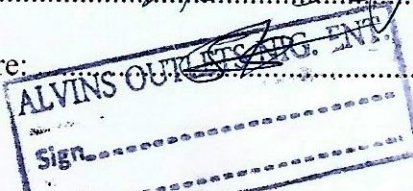


Student's Signature: ..... Date: 18/11/2024

Comments by Industrial-Based Supervisor: ..... Well behaved

Name: ..... ADE DEFI S-5

Signature: ..... Date: 23/11/24



COMMENTS BY ITF OFFICIAL(S)

Seen

Name of Official: Muazu Umar - B

Signature of Official: [Signature]

Date: 10/06/28



# INDUSTRIAL TRAINING FUND

MIANGO ROAD, P.M.B. 2199, JOS

FORM 8



## STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME END-OF-PROGRAMME REPORT SHEET

### PART A (To be completed by the Student)

1. (a) Name in full: Adeleke Emmanuel  
(b) Registration/Matriculation: ND/23/BAM/PT/0277  
(c) Course of Study: Business Administration  
(d) Year of study: 2023/2024  
(e) Name of Institution: Kaduna State Polytechnic
2. (a) Name and Address of the Company/Establishment: Perfetti Van Melle New 21d Road, Irewalede State cloning hardware state  
(b) The Department Section: Back office  
(c) Period of Attachment: From September To November  
Number of Weeks: 8 week
3. Total Allowance received by student: N.....K
4. Brief outline of experience/relevance of training provided:.....  
.....  
.....
5. (a) Where were you attached last? (if applicable): Back office  
(b) Total number of weeks engaged on Industrial Attached: 8 week  
Signature of Student: [Signature] Date: 22/11/2024

### PART B (To be completed by the Employer)

Do you agree with the Student's comments in items 3 & 4 in Part A? YES/NO

If No, please comment: YES

State total amount paid to students as ITF allowance: N.....K

In Words: .....

6. Please assess the student's overall performance by ticking the appropriate box as provided  
VERY GOOD ☒ GOOD ☐ SATISFACTORY ☐ POOR ☐

7. Will you accept the student in any future attachment? YES/NO

If No, please comment: YES

8. Is your Company/Establishment in a position to offer this student a job in future?

YES

9. Name of Reporting Officer: ADEDEJI SIKIRI SEUN

Designation/Rank: OPERATION MANAGER



Signature/Stamp: \_\_\_\_\_

Date: 29/11/24

N.B. Forms duly completed by employers should be forwarded to/collected by the respective Institutions under seal

### PART C (To be completed by the Institution)

10. Indicate number of visits: 2 VISITS

11. Give your assessment of facilities provided by company during visit(s) by ticking:

STANDARD ☐ ADEQUATE ☒ RELEVANT ☐ NOT RELEVANT ☐

12. Give your impression of the student's involvements in training (FULLY/PARTIALLY)

FULLY

13. Assessment of student's performance (Grading "A, B, C or D has to be stated)

GRADING - A

Full Name of the Supervisor: GIAMBARU ISMAIL OMOTOSI

Status: ASSISTANT LECTURER

Department/Discipline: MARKETING

Signature/Stamp: [Signature] Date: 20/11/2024

N.B. This form is to be returned to ITF on completion by the respective institutions under seal