



STUDENT INDUSTRIAL WORKING EXPERIENCE SHCEME

A TECHNICAL REPORT OF WORK DONE

HELD AT

MIOX INTERNATIONAL COMPANY, AGRIC ROAD,

ILORIN , KWARA STATE

PRESENTED BY

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DEDICATION

This piece of work is dedicated first to Almighty GOD for giving me the opportunity and resources to complete this work and my parent for their love, support and parental care throughout the program.

PREFACE

This report highlights the skills and knowledge gained during the SIWES program, bridging the gap between classroom theory and real-world media practice. It serves as a guide for Mass Communication students, covering key aspects like news writing, interviews, transcription, and media ethics. Organized into chapters with subheadings, it provides a structured overview of practical experiences that enhance learning and professional development in the field of journalism and communication.

ACKNOWLEDGEMENT

All thanks and glory be to Almighty GOD for His grace, mercy, and protection throughout the process of writing this report. His divine provision, wisdom, and strength have been my guiding light.

I extend my heartfelt gratitude to my loving parents, Mr. and Mrs. Hans, whose unwavering support, prayers, and encouragement have been a source of strength and motivation. Their sacrifices and guidance have shaped my academic journey. My sincere appreciation also goes to my Head of Department (HOD), my esteemed lecturers, and my dedicated supervisor, whose mentorship, knowledge, and encouragement have played a vital role in my academic and professional growth.

I also acknowledge the management and staff of my department, whose commitment to excellence has provided me with a solid foundation in Mass Communication. My deepest appreciation goes to my siblings, friends, and colleagues, whose constant support, words of encouragement, and assistance whether financial, moral, or spiritual have been invaluable throughout this journey.

To everyone who contributed, directly or indirectly, to the success of this work, I say a big thank you. May Almighty GOD bless you all abundantly and reward you for your kindness.

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CHAPTER ONE

1.1 INTRODUCTION

This programme is introduced by the Federal Government of Nigeria to all the student of higher institutions throughout the country in order to gives them the opportunity to obtain industrial working experience in their respective disciplines. And it has been introduced in 1973.

I was attached to computer and information technology centre, kwara state college of education, which is divided into different units for the four months of my SIWES (Student Industrial Work Experience Schemes) programme.

Furthermore, the student industrial work experience scheme (SIWES) provides an atmosphere for continuity of learning that can update student's understanding on the course of study. SIWES also prepare students for future purposes and also supply the needed experience which will assist the student to maintain their stand in the labor market. SIWES will also assist the students to be more exposed and prepare them for challenge ahead.

1.2 DEFINITION OF SIWES

The student industrial work experience scheme (SIWES) can be referred to as the industrial training or the involvement for science and technology education in order to gain more theories an practical works being offered in the place of attachment, it is the programme designed for student for students in higher institution to acquire practical skills in their respective field of study.

The student industrial work experience scheme (SIWES) enable student to improve on the practical skills and as well as to improve students on the overall development.

1.3 AIMS AND OBJECTIVES

The aims and objective of this programme is to expose student to computer operating system, professional work methods, hardware device and ways of carryout operation in industries and others organizations.

The objectives set out for this report is that, the ideal of student industrial work experience scheme (SIWES) has set a goal for student who really has the focus to achieve in his/her respective field of specialization.

Many higher institutions could not afford adequate number of computer and others things for the practical work, as a result of economic predicament in the country, so the programme give students opportunity to have a full knowledge of practical and application of various devices.

CHAPTER TWO

2.1 HISTORICAL BACKGROUND OF THE ORGANIZATION

FOUNDING AND EARLY YEARS

Miox International Company is a fast-growing, innovative conglomerate dedicated to providing top-tier services in Real Estate, Web Development, Graphics Design, Educational Consultancy, and Social Media Management. With a strong commitment to excellence, creativity, and customer satisfaction, we empower businesses and individuals with cutting-edge solutions tailored to their unique needs.

At Miox International, we believe in innovation, integrity, and impact, ensuring that every service we deliver contributes to the growth and success of our clients. Whether it's real estate investment opportunities, brand development, digital transformation, or educational consulting, our expert team is dedicated to delivering outstanding results.

DATE FOUNDED

Miox International Company was founded in 2017, initially operating without official registration. Recognizing the need for formal expansion, the company was officially registered on September 22, 2020. Since then, it has grown into a reputable and trusted brand across multiple industries.

OUR MISSION

Our mission is to transform businesses and individuals through innovative solutions, professional expertise, and strategic services. We are committed to setting new standards of excellence in real estate, digital services, and education consultancy while maintaining a customer-first approach.

VISION

To become a leading global brand known for excellence, innovation, and reliability across multiple industries.

Core Values

- ◇ Innovation – We embrace creativity and cutting-edge technology to provide the best solutions.
- ◇ Integrity – Transparency, trust, and ethical business practices guide our operations.
- ◇ Excellence – We strive for outstanding quality and professionalism in all our services.
- ◇ Customer-Centric Approach – We prioritize our clients' needs and satisfaction.
- ◇ Growth & Development – We continuously evolve to stay ahead in our industries.

CHAPTER THREE

EXPERIENCE GAINED DURING SIWES

3.1 INTRODUCTION TO BUSINESS AND FINANCIAL FUNDAMENTALS

Business and financial fundamentals are essential for managing and sustaining an organization. At Miox International Company, I was introduced to key concepts such as financial literacy, budgeting, revenue generation, and financial statement analysis.

Key Aspects of Business and Financial Fundamentals:

1. **Financial Literacy** – Understanding financial principles such as cash flow, profit margins, and revenue streams.
2. **Budgeting and Planning** – Learning how organizations allocate resources effectively to meet business goals.
3. **Financial Statements** – Analyzing income statements, balance sheets, and cash flow reports for informed decision-making.
4. **Revenue Generation** – Exploring different income streams and business models to maximize profitability.

3.2 CORE FINANCIAL PRACTICES

Effective financial practices ensure that a company remains financially stable and compliant with regulations. During my training, I observed the use of financial documentation, account reconciliation, and budgeting strategies.

Core Financial Practices Learned:

1. **Bookkeeping** – Recording daily financial transactions to maintain accurate financial records.

2. **Invoice Preparation** – Generating and managing invoices for transactions.
3. **Account Reconciliation** – Matching financial records with bank statements to ensure accuracy.
4. **Accounting Software Usage** – Observing the use of financial management software for transactions and reporting.

3.3 SALES, CUSTOMER RELATIONS, AND ACCOUNT MANAGEMENT

Sales and customer relationship management are crucial for business growth. I participated in various customer interactions and sales activities to understand business-client relationships.

Key Aspects of Sales and Customer Relations:

1. **Sales Strategies** – Understanding how businesses generate leads and convert them into customers.
2. **Customer Engagement** – Learning how to handle client inquiries, complaints, and feedback professionally.
3. **Account Management** – Observing how organizations maintain relationships with key clients.
4. **Marketing Techniques** – Exploring digital and traditional marketing approaches to drive sales.

3.4 INVESTMENT AND RISK MANAGEMENT

Investment and risk management are essential for business sustainability. I learned how businesses evaluate potential risks before making investment decisions.

Investment and Risk Management Practices:

1. **Risk Assessment** – Identifying financial and operational risks before investing in new ventures.
2. **Diversification** – Reducing risks by investing in multiple revenue streams.
3. **Contingency Planning** – Developing backup plans to mitigate potential financial losses.
4. **Portfolio Management** – Managing investments to ensure long-term profitability.

3.5 ORGANIZATIONAL BEHAVIOR AND MANAGEMENT

Organizational behavior focuses on human interactions within a workplace. I observed different management styles and employee motivation techniques.

Core Elements of Organizational Behavior:

1. **Leadership Styles** – Studying how different leadership approaches impact productivity.
2. **Employee Motivation** – Understanding incentive structures that boost employee performance.
3. **Workplace Ethics** – Observing the importance of professionalism and integrity in business operations.
4. **Teamwork and Collaboration** – Learning how teamwork enhances productivity and business success.

3.6 STRATEGIC BUSINESS OPERATIONS AND PLANNING

Strategic planning helps organizations achieve long-term goals. I observed how MIOX International Company develops strategies for operational efficiency.

Key Business Strategies Observed:

1. **Goal Setting** – Establishing short-term and long-term business objectives.
2. **Resource Allocation** – Ensuring financial and human resources are effectively utilized.
3. **Market Competitiveness** – Studying strategies used to maintain a competitive advantage.
4. **Workflow Optimization** – Improving business processes for better productivity.

3.7 ADVANCED BUSINESS CONCEPTS AND ETHICS

Advanced business concepts ensure corporate responsibility and sustainable growth. My training covered corporate governance, ethical business practices, and regulatory compliance.

Advanced Business Concepts Explored:

1. **Corporate Governance** – Understanding the roles and responsibilities of business executives.
2. **Business Ethics** – Learning about transparency, accountability, and fair business practices.
3. **Corporate Social Responsibility (CSR)** – Observing how businesses contribute to social and environmental causes.
4. **Regulatory Compliance** – Understanding legal frameworks businesses must adhere to.

CHAPTER FOUR

CONCLUSION, RECOMMENDATION AND PERSONAL IMPRESSION

4.1 CONCLUSION

At this stage in life, it is essential to recognize that success is not solely determined by one's position or status, but rather by the ability to apply knowledge and initiative to achieve meaningful results. The Students Industrial Work Experience Scheme (SIWES) has provided an invaluable learning opportunity, allowing me to gain practical experience and deepen my theoretical understanding of journalism and mass communication.

During my time at Vanguard Newspaper, I was exposed to the real-world operations of the media industry, from news gathering and reporting to editorial processes and newspaper marketing. The experience has broadened my knowledge of how journalism functions in a fast-paced environment, particularly in an era where technology and digital platforms play a significant role in news dissemination. My time at the organization has strengthened my computer literacy, enhanced my research and writing skills, and given me firsthand exposure to how journalists work under pressure to deliver timely and accurate news.

This experience has been an eye-opener, demonstrating the importance of adaptability, teamwork, and professionalism in the media industry. I now have a clearer understanding of the responsibilities of a journalist and the ethical considerations that guide the profession. Ultimately, the practical knowledge gained during SIWES will serve as a strong foundation for my future career in mass communication.

4.3 RECOMMENDATION

To further enhance the impact of the Students Industrial Work Experience Scheme (SIWES), certain measures should be taken to improve the program's effectiveness and ensure students receive maximum benefits from their training.

First, adequate resources and modern facilities should be provided to trainees to help them develop relevant skills. For instance, access to updated computer systems, professional journalism software, and recording equipment would enhance the learning experience for students in media-related fields.

Second, the implementation of SIWES should be strengthened to ensure that all students are assigned to organizations that align with their field of study. Proper monitoring and supervision should be in place to track students' progress and ensure they are actively engaged in meaningful tasks rather than performing clerical duties.

Additionally, organizations participating in SIWES should provide more structured training programs, where students receive mentorship and hands-on experience in different aspects of the profession. This will help them develop a well-rounded skill set that will be beneficial in their careers.

In conclusion, SIWES is a valuable initiative that has significantly contributed to my academic and professional development. Strengthening the program through improved facilities, better placement opportunities, and enhanced supervision will further empower students to gain practical knowledge and prepare them for the competitive job market.

4.3 PERSONAL IMPRESSIONS ABOUT THE ORGANIZATION

The introduction of SIWES as a core part of students' learning is a commendable initiative that bridges the gap between academic knowledge and real-world application. My experience at Vanguard Newspaper has reinforced the significance of this program in preparing students for the professional environment.

The organization operates in a highly structured manner, with different departments collaborating to ensure the smooth production and distribution of newspapers. I observed how journalists work tirelessly to gather, verify, and report news while adhering to ethical guidelines and editorial policies. The work environment was both challenging and inspiring, as I saw firsthand the level of dedication and professionalism required in journalism.

I also appreciate the emphasis on teamwork within the organization. Editors, reporters, marketers, and designers work together to meet strict deadlines, ensuring that the publication maintains its credibility and relevance. The experience taught me the importance of effective communication, multitasking, and time management in a newsroom setting.

Overall, my impression of Vanguard Newspaper is highly positive. The organization provided a conducive learning environment, allowing me to apply theoretical knowledge in practical scenarios. The exposure I gained has reinforced my passion for journalism and media, and I am grateful for the experience.