



TECHNICAL REPORT

ON

STUDENT INDUSTRIAL WORK EXPERIENCE

SCHEME (S.I.W.E.S) HELD AT

YOUMART

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ND/23/BN/FT/0035

SUBMITTED TO:

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STATE POLYTECHNIC, ILORIN.

MARCH 2025

DEDICATION

I dedicate this report first and foremost to Almighty God who made it possible for me to go through this SIWES program safely and soundly and who has been there from the beginning to this very point also for the opportunity given to me to be in banking and finance department of this citadel of learning and to complete my 4month SIWES.

TO GOD BE THE GLORY.

ACKNOWLEDGEMENT

My deeper appreciation goes to Supreme God for granting me life, health, favor, wisdom knowledge and understanding all through the period of my SIWES program.

With a deep sense of appreciation, respect and gratitude, I want to say a big thank you to my parents, Mr and Mrs Olowu brothers, sisters and other relatives and non-relatives friends, for their caring attitude and support from the beginning of my ND program banking and finance to this point.

I will like to express my gratitude to my honourable (H.O.D) in person of Mr Ajiboye, my SIWES supervisor, and also the entire staff of the Department of Banking and Finance, kwara state Polytechnic Ilorin, I say more grace to your elbow all. I can never forget the unalloyed cooperation of my beloved ones at Youmart, and other General Department Management team.

My sincere appreciation also goes to everyone that has been by me all this while. THANKS TO ALL

CHAPTER ONE

1.0 Introduction

SIWES was established by ITF in 1973 to solve the problems of lack of adequate practical skills preparatory for employment in industries by Nigeria graduate of tertiary institutions.

The student Industrial Working Experience Scheme (SIWES) was fund by the federal government of Nigeria beneficiaries undergraduate students of the following: agriculture engineering, technology engineering, environmental, science, education, medical science and pure and applied science the duration of four month programs for polytechnics and colleges of education and for six months for the universities and other related courses and it is controlled by a body known as NBTE (National Board for Technical Education), the headquarter is located in Kaduna state also with the Industrial Training Fund (ITF) in Jos.

However, this programme was introduce or established to enhance the student idea and learning, especially to expose students to industry based skills necessary for a smooth transition from the classroom to the world of work in their practical aspects, that is, to give the students of tertiary institutions the opportunity of being familiarized and exposed to the needed experience in handling machinery and equipment which are usually not available in the educational institutions participation in industrial training is a well know education strategy. classroom studies are integrated with learning through hand on work experience in a field related to the student's academic major and career goals. Successful internships foster an experiential but provides opportunities for leaners to develop skills necessary to becomes leaders in their chosen profession and them more knowledge to help them to put into practice the theories they already know i.e. banking and finance SIWES Training.

1.1 Definition of SIWES

SIWES is Student Industrial Work Experience Scheme, it can be said to be a training program design to give students practical skills in their field of study. It is design for the student in tertiary institution especially polytechnic student in their second year of study.

1.2 Goals and Objectives of SIWES

- i. To make students integrated leadership development in to the experiential learning process.

- ii. To make students learn and develop basic non-profit leadership skills through a mentoring relationship with innovative non-profit leader.
- iii. To provide students the opportunity to test their interest in a particular career before permanent commitment are made.
- iv. To develop skills in the application of theory to practical work situations.
- v. To develop skills and techniques directly applicable to their careers.
- vi. To make sure students gain practical experience in their field of study to increase a students sense of responsibility exposes student to employment opportunity and possibilities after graduation.
- vii. To make students to able to develop a draft agency or project budget and will be able to identify method of obtaining revenue to support the budget.
- viii. To help students to acquire good work habits.

CHAPTER TWO

2.1 BRIEF HISTORY OF THE ORGANIZATION

Youmart is located at Obanla Bustop along Oke Aro Ogun State the company was established in the year 1996 by Mr Arulegba Olumide

2.3 Major Activities of the Organization

- i.** Good and services
- ii.** Supermarket and store

CHAPTER THREE

3.1 EXPERIENCE GAINED

3.2 Cashier

A **cashier** is an employee responsible for handling financial transactions with customers. They typically work in retail, restaurants, supermarkets, and other service-oriented businesses. Their primary duties include:

1. **Processing Payments:** Accepting payments for goods and services through cash, debit/credit cards, or other payment methods like mobile wallets.
2. **Providing Change:** If a customer pays in cash, the cashier is responsible for giving the correct change.
3. **Issuing Receipts:** Giving customers receipts as proof of their purchase.
4. **Customer Interaction:** Cashiers often interact directly with customers, answering questions and ensuring a smooth checkout experience.
5. **Cash Handling:** Ensuring that the cash in the register is properly counted and tracked throughout their shift.
6. **Maintaining the Register:** Ensuring the register is balanced at the start and end of each shift.

3.3 Account Preparation

Account preparation refers to the process of organizing and preparing financial documents for a business or individual. This is often done by accountants or financial professionals. It involves:

1. **Recording Transactions:** Ensuring that all financial transactions, such as sales, purchases, and expenses, are accurately recorded in financial systems or ledgers.
2. **Generating Financial Statements:** Creating reports like profit and loss statements, balance sheets, and cash flow statements to summarize the business's financial position.

3. **Reconciliation:** Comparing financial records with bank statements to ensure that there are no discrepancies (known as bank reconciliation).
4. **Budgeting and Forecasting:** Planning future expenses and revenue, often done by accountants to ensure that a business stays within its financial means.
5. **Tax Preparation:** Calculating and preparing necessary documents for tax filings to ensure compliance with tax laws.
6. **Accounts Payable/Receivable:** Managing money that is owed to the business (accounts receivable) and money the business owes (accounts payable).

3.4 Supervising and Good Offloading

Supervising offloading of goods typically refers to the activities involved in managing and overseeing the process of receiving, unloading, and organizing goods (such as products or inventory) at a warehouse, retail store, or distribution center. These tasks are crucial for ensuring that the goods are handled efficiently, safely, and accurately.

1. Supervising the Offloading of Goods

Supervising the offloading process involves overseeing the unloading of goods from delivery trucks, containers, or shipments. The supervisor ensures that the process is done safely, efficiently, and in compliance with procedures. This involves:

- **Coordinating Offloading Teams:** Ensuring that workers (like warehouse staff or forklift operators) are properly assigned tasks to offload goods.
- **Safety and Compliance:** Ensuring that safety procedures are followed, such as the correct use of personal protective equipment (PPE), and that the offloading process adheres to safety regulations.
- **Inspection of Goods:** Supervising the inspection of goods as they are offloaded to check for damages or discrepancies in quantity. This could involve checking against the order forms or delivery notes to ensure that the right goods have been delivered.
- **Handling Equipment:** Overseeing the proper use of equipment like forklifts, pallet jacks, and conveyor belts to offload goods from trucks or containers.

- **Organizing the Offloading Area:** Ensuring the area where goods are being offloaded is clear and organized for efficiency, with adequate space for movement and safe handling.
- **Documenting and Reporting:** Supervisors may also be responsible for verifying and documenting the offloading process, ensuring that any discrepancies in the delivery (such as missing or damaged items) are reported to the appropriate department or supplier.

2. Offloading of Goods

Offloading refers to the physical process of unloading goods from a delivery vehicle (like a truck, container, or shipping crate) and moving them into the warehouse or designated storage area. This can include:

- **Receiving Goods:** Unloading goods from the delivery vehicle, which may include bulk goods, pallets, packages, or boxed items.
- **Inspecting the Goods:** As goods are offloaded, it's essential to inspect them for any visible damage, discrepancies in quantity, or signs of tampering.
- **Sorting and Storing:** After goods are unloaded, they may need to be sorted into categories, labeled, or organized according to product type, brand, or storage location. This makes inventory management easier.
- **Transporting to Storage Areas:** After sorting, goods are moved to their appropriate storage locations, such as shelves, racks, or warehouse bins. This may involve using forklifts, pallet jacks, or manual labor.
- **Inventory Control:** As part of the offloading process, an accurate inventory count is conducted to ensure that all goods received match the delivery documentation (such as invoices or packing slips).
- **Data Entry:** In modern supply chain systems, the details of the goods received are entered into inventory management software or a warehouse management system (WMS) to keep track of stock levels.

Key Roles and Responsibilities of Supervising the Offloading of Goods:

- **Planning:** The supervisor plans the schedule for offloading based on the timing of deliveries and the available workforce.

- **Team Coordination:** Ensuring that all team members (whether warehouse workers or temporary labor) are aware of their duties and that the offloading process runs smoothly.
- **Quality Control:** Ensuring that goods are handled properly, checking that no damage occurs during unloading, and verifying the quality of the products.
- **Documentation and Reporting:** Ensuring the accuracy of delivery documentation, including any discrepancies between what was ordered and what was received.
- **Inventory Management:** Assisting with the update of stock levels to reflect newly offloaded goods, helping with the organization of items in the warehouse, and ensuring goods are stored correctly.

Tools and Equipment for Offloading:

- **Forklifts and Pallet Jacks:** For moving large or heavy items from the truck to the warehouse or storage area.
- **Conveyor Belts:** Used in some warehouses to move products more efficiently.
- **Hand Trucks:** For moving boxes or small packages when forklifts aren't needed.
- **Ramps or Dock Levelers:** For transitioning goods from the truck to the ground or warehouse level.

CHAPTER FOUR

4.1 Store Keeper

A **store keeper** (or warehouse keeper) is responsible for managing and overseeing the storage of inventory in a company. The role typically involves:

Responsibilities of a Store Keeper:

- **Inventory Management:** Ensuring that all goods or materials in the store or warehouse are properly stocked, tracked, and managed. This includes keeping accurate records of inventory levels.
- **Receiving and Inspecting Goods:** When new supplies or products arrive, the store keeper is responsible for receiving them, checking them for quality or damage, and updating inventory records.
- **Issuing Materials:** The store keeper issues materials or products to different departments, employees, or customers, ensuring that the items are available when needed.
- **Stock Control:** Maintaining stock levels to avoid shortages or overstocking. This involves tracking stock levels, creating re-order lists, and monitoring expiry dates for perishable goods.
- **Organizing Storage:** Ensuring that goods are stored properly, organized for easy access, and that there is enough space for new stock.
- **Inventory Audits:** Conducting regular stock counts or audits to ensure that physical inventory matches the records. This helps identify any discrepancies due to loss, damage, or theft.
- **Maintaining Records:** Keeping accurate records of all items received, issued, or returned. This can involve using software or manual systems for tracking inventory.
- **Safety and Cleanliness:** Ensuring the store or warehouse is clean, organized, and safe for employees, following all health and safety regulations.

Skills and Tools:

- **Attention to Detail:** To ensure accurate record-keeping and stock management.

- **Organization:** For storing items efficiently and ensuring that the storage space is used optimally.
- **Inventory Management Systems:** Using software tools to track inventory in real-time.
- **Communication:** Coordinating with other departments to ensure the right materials are available when needed.

4.2 Check Writing

Check writing refers to the process of issuing checks to pay for goods, services, or salaries. In a company, check writing is typically a responsibility of the **accounting** or **finance** department, but it may involve other departments, such as purchasing or human resources. The process usually includes:

Responsibilities of Check Writing:

- **Issuing Payments to Vendors:** When a company purchases goods or services from a supplier, checks are written to pay for those items according to agreed-upon payment terms (such as net 30, net 60, etc.).
- **Paying Salaries:** For companies that still use checks, payroll is often processed via checks to pay employees. This involves ensuring the correct amounts are paid to each employee based on hours worked, salary, or commissions.
- **Tracking Payments:** The company must keep accurate records of all issued checks. This includes tracking check numbers, amounts, payees, and dates.
- **Ensuring Proper Authorization:** Typically, checks require approval from senior management or the finance department before being issued. This helps prevent fraud or unauthorized payments.
- **Reconciliation of Accounts:** After issuing checks, the company's bank account needs to be reconciled to ensure that the amounts are accurate and that no discrepancies occur between the company's books and the bank statements.
- **Managing Check Security:** It's important for companies to safeguard their checkbook or check-writing software to prevent fraud or theft. This might involve secure storage of blank checks and using check-writing software that minimizes errors and enhances security.

Steps Involved in Writing a Check:

1. **Ensure Sufficient Funds:** Verify that the company's bank account has enough funds to cover the check amount.
2. **Fill in the Payee's Name:** The name of the person or company receiving the payment is written on the "Pay to the Order of" line.
3. **Write the Amount:** The payment amount is written both numerically (on the right side) and in words (on the line below the payee's name) to prevent alterations.
4. **Sign the Check:** An authorized person (often someone from the finance department or management) signs the check to validate it.
5. **Record the Payment:** The check and payment details are recorded in the company's financial system for tracking purposes.

Skills and Tools:

- **Attention to Detail:** Ensuring that the amounts, payees, and dates are correctly entered on the check to avoid errors.
- **Financial Software:** Many companies use accounting or payroll software to generate checks, track payments, and reconcile accounts.
- **Authorization Procedures:** Ensuring checks are only written for authorized payments and following proper internal controls.

4.3 Steps for splitting and distributing goods:

1. Inventory Assessment

- **Identify the goods to distribute:** List all the goods that are being transferred to other branches.
- **Check available stock:** Ensure there is sufficient inventory of each item to meet the demand from all branches.

2. Determine Allocation Criteria

- **Evaluate the demand for each branch:** Each branch might have different needs based on its operations. For example:
 - A **sales department** might need marketing materials or finished goods.
 - A **production department** might need raw materials or components.
 - An **administrative department** might need office supplies or equipment.
- **Allocate based on need:** If you have multiple branches, you should allocate goods based on their specific demand or usage rate. Larger branches or those with higher demand might receive more goods.

3. Identify Departmental Needs Within Each Branch

- Break down what each department within a branch requires.
 - **Sales:** Promotional items, office supplies, etc.
 - **Production:** Materials, machinery parts, etc.
 - **Warehouse:** Storage and stock management supplies, pallets, etc.
 - **HR:** Office supplies, equipment, etc.
- **Coordinate with Department Heads:** Speak with department heads to get exact figures on what each department needs to avoid over or under-shipment.

4. Create a Distribution Plan

- **Break down quantities:** Split the total quantities of each item into portions that can be distributed across the branches, and further divide them into the specific department needs.
 - Example: If you have 100 units of a product and 4 branches, allocate based on demand. If one branch has a high sales department need, that branch may receive 40 units, while others get 20 each.
- **Prepare a list for each branch/department:** Prepare a detailed document showing:
 - What each branch receives.
 - The specific departments within each branch that will get the goods.
 - The exact quantities per department.

5. Logistics and Transportation

- **Choose shipping methods:** Decide how the goods will be transported to the different branches. Options could include courier services, internal transportation, or a combination of both, depending on distance, quantity, and urgency.
- **Organize packaging and labeling:** Goods should be packaged in a way that makes it easy to differentiate between items destined for different branches or departments. Use clear labels and include delivery documentation.

6. Communication with Branches

- **Notify branches ahead of time:** Send advance notice to the branch managers and department heads so they are prepared for the goods' arrival.
- **Department-specific notifications:** Inform department heads about what goods their department will be receiving so they can make arrangements for handling and storage.

7. Receiving and Verification

- **Receiving goods at the branch:** When the goods arrive at each branch, the receiving team should verify the shipment by:
 - Comparing quantities with the shipping documents.
 - Checking the condition of the goods.
- **Departmental check-in:** Department heads should confirm that they received the correct items and quantities.

8. Record Keeping

- **Inventory update:** Update the inventory system to reflect the new stock levels for both the central warehouse and the departments at the branches.
- **Track goods by department:** Keep records of what each department received so that usage can be tracked and reorders can be made when necessary.
- **Transfer logs:** Maintain a log of goods sent, specifying the branch, department, and quantities received.

9. Monitor Usage and Adjust Allocation (if necessary)

- **Feedback:** Periodically ask departments to report on how well the distribution is meeting their needs and whether they need more or less of any specific goods.
- **Adjust future shipments:** Use this feedback to fine-tune your next distribution based on actual usage.

CHAPTER FIVE

5.0 CONCLUSION

The student industrial work experience scheme (SIWES) had contributed to my exposure and training in the field of banking and finance

The programme had also enabled me to put into practice the knowledge gained in the classroom with the actual industrial experience and to develop a critical and realistic approach to problems and their solutions in the banking field.

5.1 RECOMMENDATION

The Student Industrial Work Experience Scheme (SIWES) is very interesting and planned. This programme gives me more practical experience of what we have been taught in class because it deals with practical aspect of the field in which I specialized. Moreover, am using this medium to advice government to establish more company and pass the student to this company on their own.

Finally, industrial experience should be given priority by the government.