



**A TECHNICAL REPORT ON  
STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)  
HELD AT**

**BOVINA VIEW HOTEL  
OPPOSITE TUYIL PHARMACEUTICAL LTD, NEW YIDI  
ROAD, ILORIN, KWARA STATE, NIGERIA.**

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**SUBMITTED TO  
DEPARTMENT OF PROCUREMENT AND SUPPLY CHAIN  
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KWARA STATE POLYTECHNIC ILORIN KWARA STATE.**

**IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE  
AWARD OF NATIONAL DIPLOMA (ND) IN PROCUREMENT AND  
SUPPLY CHAIN MANAGEMENT**

***AUGUST - NOVEMBER, 2024***

## **CERTIFICATION**

This is to certify that the report was based on SIWES experience gained by **ABDULMUMEEN FARIDAT OPEYEMI** with matric. number **ND/23/PSM/FT/0142** of Department of Procurement and Supply Chain Management, Institute of Finance and Management Studies, Kwara State Polytechnic, Ilorin, Held at **BOVINA VIEW HOTEL, OPPOSITE TUYIL PHARMACEUTICAL, NEW YIDI ROAD, ILORIN, KWARA STATE, NIGERIA** as Part of the requirement of the course.

## DEDICATION

This Technical report is dedicated to Almighty GOD, the Author of all Knowledge and it is equally dedicated my Parent (**MR. AND MRS. ABDULMUMEEN**) and all my family members for their Spiritual, Moral and Financial Support throughout the period of this programme, wishing them long life and a healthy life (Amen).

## ACKNOWLEDGEMENT

I acknowledge the Highest GOD for His power and mighty work of love in my life helping me through the years of my studies.

My sincere gratitude and appreciation to my Parent (**MR. AND MRS. ABDULMUMEEN**) and all my other family for their moral and financial assistance at all times.

To all my lecturer goes this gratitude creating time to impact knowledge and making understand the importance of studying.

Finally, to my SIWES coordinator who has find time to help me out during the course of the programme.

## **PREFACE**

The writing of this report was motivated by the experience gained during my SIWES attachment **BOVINA VIEW HOTEL, OPPOSITE TUYIL PHARMACEUTICAL, NEW YIDI ROAD, ILORIN, KWARA STATE, NIGERIA**. This report is meant to be a guideline to every student.

The purpose of writing this report is to relate the various area which I participated during the Industrial Training Attachment in my place of work. It is indeed very encouraging that all students to get acquainted with what is been done in class, so as to be familiar with what is been done in the practical field.

Finally, This Industrial Training Attachment is required for every student because it tends to backup and build the students physically, morally and educationally for the task after graduation.

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## **CHAPTER ONE**

### **1.1 INTRODUCTION**

Student industrial work experience scheme (SIWES) is set for the development by the federal government for student to facilitate them with basic practical knowledge to deviate from predominant dependence on foreign experience and be self-reliable and creative through the training rendered by the organization in question

### **1.2 DEFINATION OF SIWES**

SIWES can be defined as an organized body basically to equip student with basic knowledge through industrial training

### **1.3 AIMS AND OBJECTIVES OF SIWES**

The aims and objectives of industrial training are as follows:

- It enables student to know their possible area of employment when graduated from school.
- To access students' interest and their ability in the course they have chosen.
- To expose students to modern equipment while they do not access to.
- To make student know the meaning and application of their cause of study.
- To give maximum experience to the student.
- To connect students professionally.

## **CHAPTER TWO**

### **BACKGROUND INFORMATION**

#### **2.1 HISTORICAL BACKGROUND OF THE ORGANIZATION**

Bovina View Hotel is located in Ilorin, Kwara State, Nigeria, and it's a top-class hotel in the area. While I couldn't find specific information on the hotel's history, I can tell you that it's situated on New Yidi Road, Ilorin, and offers comfortable accommodations with various amenities.

The hotel features 113 stylish guest rooms, an outdoor swimming pool, a restaurant, and a bar. It's also equipped with a 2000-capacity multipurpose hall, making it an ideal venue for events and conferences.

Guest reviews suggest that Bovina View Hotel provides a pleasant stay, with some reviewers praising its comfortable rooms and friendly staff. However, others have noted areas for improvement, such as the need for upgraded facilities and better cleanliness.

Overall, while the specific history of Bovina View Hotel is unclear, it's evident that the hotel has established itself as a reputable destination in Ilorin, offering a range of amenities and services to its guest.

#### **Amenities**

1. Air-conditioned rooms: Comfortable rooms with modern amenities.
2. Free Wi-Fi: Stay connected during your stay.
3. Outdoor pool: Relax and unwind by the pool.
4. Restaurant: Enjoy local and international cuisine.
5. Bar: Savor a variety of drinks and cocktails.
6. Event hall: Host conferences, weddings, and other events.



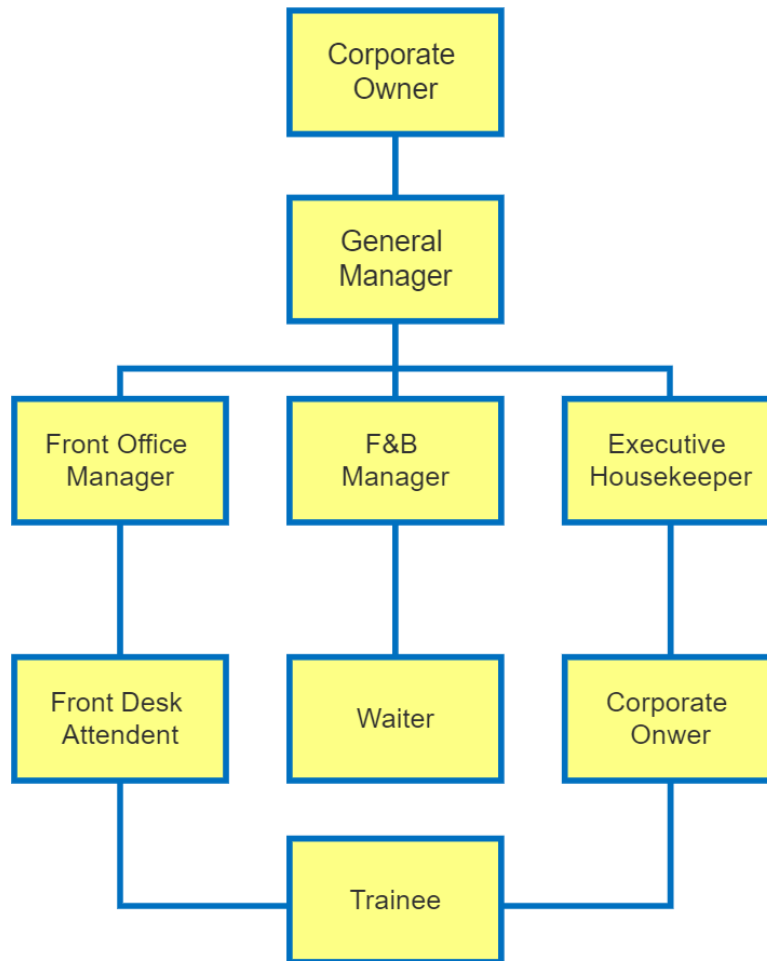
## Room Options

1. Standard rooms: Comfortable and well-equipped.
2. Presidential suites: Luxurious and spacious.
3. Diplomatic suites: Elegant and well-appointed.

## Services

1. 24-hour front desk: Assistance whenever you need it.
2. Room service: Convenient dining in the comfort of your room.
3. Laundry service: Keep your clothes fresh and clean..

## 2.2 ORGANOGRAM OF THE ORGANIZATION



## **VARIOUS DEPARTMENT OF THE ORGANIZATION**

- Front Desk/Reception: Provides 24-hour service, handling check-ins, check-outs, and guest inquiries.
- Housekeeping: Ensures rooms are clean and well-maintained, providing toiletries and other essentials.
- Restaurant and Bar: Offers local and international cuisine, as well as a variety of drinks and cocktails.
- Event Planning: Helps plan and coordinate events, such as weddings and conferences, in the hotel's 2000-capacity multipurpose hall.
- Laundry Service: Provides convenient laundry services for guests.
- Security: Ensures the safety and security of guests and their belongings.
- Concierge: Assists guests with various requests, such as car rentals and airport shuttles.

## **CHAPTER THREE**

### **TECHNICAL TRAINING EXPERIENCE**

#### **3.1 INTRODUCTION TO PURCHASING AT AN ORGANIZATION**

##### **# Definition of Purchasing**

Purchasing is the process of planning, sourcing, purchasing, and managing the goods and services required by an organization.

##### **# Objectives of Purchasing**

1. Ensure Quality: Acquire goods and services that meet organizational standards.
2. Minimize Costs: Obtain goods and services at the best possible price.
3. Ensure Timely Delivery: Receive goods and services when needed.
4. Maintain Supplier Relationships: Foster positive relationships with reliable suppliers.

##### **# Purchasing Process**

1. Needs Assessment: Identify the organization's procurement needs.
2. Supplier Selection: Evaluate and select suitable suppliers.
3. Contract Negotiation: Negotiate contracts and prices with suppliers.
4. Order Processing: Process purchase orders and expedite deliveries.
5. Receipt and Inspection: Verify the quality and quantity of goods received.

##### **# Types of Purchasing**

1. Direct Purchasing: Buying goods or services directly from a supplier.
2. Indirect Purchasing: Buying goods or services through an intermediary, such as a distributor.
3. Capital Purchasing: Buying assets, such as equipment or property.

4. Revenue Purchasing: Buying goods or services for resale or use in operations.

#### # Benefits of Effective Purchasing

1. Cost Savings: Reduced procurement costs.
2. Improved Quality: Higher-quality goods and services.
3. Increased Efficiency: Streamlined procurement processes.
4. Better Supplier Relationships: Stronger partnerships with reliable suppliers.

### **3.2 INTRODUCTION TO AUDITING AT ORGANIZATION**

#### # Definition of Auditing

Auditing is an independent, objective examination of an organization's financial statements, records, and operations to provide assurance on their accuracy, completeness, and compliance.

#### # Objectives of Auditing

1. Ensure Accuracy: Verify the accuracy and reliability of financial statements and records.
2. Evaluate Compliance: Assess compliance with laws, regulations, and organizational policies.
3. Improve Efficiency: Identify areas for improvement in operational efficiency and effectiveness.
4. Reduce Risk: Identify and mitigate potential risks and vulnerabilities.

#### # Types of Audits

1. Financial Audit: Examination of financial statements and records to ensure accuracy and compliance.
2. Operational Audit: Evaluation of operational efficiency and effectiveness.

3. Compliance Audit: Assessment of compliance with laws, regulations, and organizational policies.
4. Internal Audit: Conducted by internal auditors to evaluate organizational processes and controls.
5. External Audit: Conducted by external auditors to provide an independent opinion on financial statements.

#### # Auditing Process

1. Planning: Identify audit objectives, scope, and procedures.
2. Fieldwork: Gather evidence and conduct audit procedures.
3. Reporting: Communicate audit findings and recommendations.
4. Follow-up: Monitor implementation of audit recommendations.

#### # Benefits of Auditing

1. Improved Accuracy: Enhanced accuracy and reliability of financial statements and records.
2. Increased Compliance: Ensured compliance with laws, regulations, and organizational policies.
3. Enhanced Efficiency: Improved operational efficiency and effectiveness.
4. Reduced Risk: Identified and mitigated potential risks and vulnerabilities.

#### # Importance of Auditing

1. Stakeholder Confidence: Auditing provides stakeholders with confidence in the organization's financial statements and operations.
2. Risk Management: Auditing helps identify and mitigate potential risks and vulnerabilities.
3. Compliance: Auditing ensures compliance with laws, regulations, and organizational policies.

4. Improvement: Auditing provides recommendations for improvement in operational efficiency and effectiveness..

### **3.3 ITEMS USED FOR AUDITING**

#### **# Auditing Tools and Equipment**

1. Audit software: Specialized software, such as ACL or IDEA, to analyze data and identify trends.
2. Laptops and tablets: Portable devices to access and analyze data, take notes, and communicate with team members.
3. Printers and scanners: To print and scan documents, reports, and other audit evidence.
4. Cameras: To document physical evidence, such as inventory or assets.
5. Audio recorders: To record meetings, interviews, and other audit-related discussions.

#### **# Auditing Documents and Templates**

1. Audit programs: Detailed plans outlining audit procedures and steps.
2. Audit checklists: Lists of items to review and verify during the audit.
3. Audit questionnaires: Questionnaires to gather information from clients, employees, or management.
4. Audit reports: Templates for reporting audit findings and recommendations.
5. Audit working papers: Documents to record audit procedures, findings, and conclusions.

#### **# Auditing Data and Evidence**

1. Financial statements: Financial reports, such as balance sheets and income statements.

2. Accounting records: Ledgers, journals, and other accounting documents.
3. Inventory records: Records of inventory quantities, values, and movements.
4. Payroll records: Records of employee salaries, benefits, and taxes.
5. Contracts and agreements: Copies of contracts, agreements, and other binding documents.

## **CHAPTER FOUR**

### **4.1 RELEVANCE EXPERIENCE GAINED TO STUDENT FIELD OF STUDY**

After the SIWES program I gained how to operate as a purchasing student in a hotel.

Furthermore, I was introduced to other section of the organization, where I was taught how to engage to different works, such as:

- a. Engaging learning at purchasing department, like go to the market and buying of goods & food stuff.
- b. Learning of sorting and the arrangement of all the items bought, and auditing it from the auditor officer of the company.
- c. Learning at auditor department like checking the register books, checking the books where items were recorded and re-counting it.
- d. learning how to confirm the all the bank transfer, cash & POS money remitted.
- f. I do engage into front office or reception, its important in an organization.
- g. I was also engage at House keeping were I learn method of cleaning, dusting by given number of rooms to do.

### **4.2 INTERPERSONAL RELATIONSHIP WITH THE ORGANIZATION**

During my stay at the **BOVINA VIEW HOTEL** , I enjoy every bit of it until the last hour of my departure as a SIWES student.

Starting with the Director, Board-members to all the coordinators, and my supervisor showed love and care to me like parent to his daughter.



My cordial relationship with the instructor in my section helps me a lot in the sense that, he never relent in answering my question both theoretical and practical.

## **CHAPTER FIVE**

### **SUMMARY, CONCLUSION AND RECOMMENDATIONS**

#### **5.1 CONCLUSION**

Even though there was a little hardship especially when the work of the organization is piled up on me and payment was very meager for transportation.

The SIWES program at the organization give me a wonderful and everlasting experience. The program is readily helped to bridge the gap between theoretical aspect and practical work in the industrial training.

#### **5.2 RECOMMENDATION TO THE ORGANIZATION**

Since the SIWES cannot be overemphasized in all aspects in the recent times, I therefore think it is standard enough for any student of agricultural Technology to be giving opportunity after school in this organization to serve and possible employed if he/she deem it.

#### **5.3 SUGGESTION FOR IMPROVEMENT OF THE SCHEME**

Base on the experience and knowledge acquired at the course of the SIWES training, I hereby give the following recommendation base on my observations;

- Proper orientation should be given to the students by the Polytechnic before they go on SIWES.
- The placement letter should be given to students early enough so as to avoid attachment in irrelevant organization.
- Institution should ensure that students are attached at relevant establishment for effective training, experience and exposure.

- Government, ITF and the Institution should ensure that students do not pay any amount of money before accepted in any organization. This organization should be sensitized on the objective of SIWES training and the need why they should not collect money before accepting students.