

A REPORT ON:

Students' Industrial Work Experience Scheme (SIWES)

HELD AT:

JUNIWAD LIMITED

BY

HARUNA SASILI AYODEJI

ND/23/PSM/PT/0024

SUBMITTED TO:

DEPARTMENT: PROCUREMENT SUPPLY AND CHAIN MANAGEMENT

INSTITUTE OF FINANCE AND MANAGEMENT STUDIES (IFMS)

KWARA STATE POLYTECHNIC, ILORIN.

IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE AWARD OF
NATIONAL DIPLOMA (ND)

TABLE OF CONTENTS

- Dedication
- Introduction
- Objectives, Job Description and Responsibilities
- Skills Acquired
- Challenges Faced Conclusion and Recommendations

Section 1

1.1 Dedication

This is dedicated to God Almighty, The author and finisher of my faith, for his blooming love and protection over my life.

Section 2: INTRODUCTION

The Students' Industrial Work Experience Scheme (SIWES) is a program designed to provide students with practical experience in their chosen field. Siwes(Students Industrial Work Experience Scheme), is a scheme for the duration of sixteen weeks (4 months). Siwes is done after the first year in Polytechnic (ND1); and done after second year or third year in universities depending on the institution.

The effective management of student industrial work experience scheme (SIWES) has been as a result of the cooperation and well played roles of the federal Government, I.T.F, and supervising agencies. As a Procurement Supply and Chain Management student at Kwara State Polytechnic, I participated in the SIWES program at JUNIWAD LIMITED.

Section 4

As a Procurement and Supply Chain Management student, my role at Kunle Babs Cement Depot involved:

- ❖ Selling of fuel
- ❖ Preparing stock accounts and reports
- ❖ Calculating total sales and cost daily market
- ❖ Negotiating with suppliers and customers
- ❖ Developing and implementing effective procurement and supply chain strategies

Section 5

5.1 Skills Acquired

Technical Skills

❖ Preparing Stock Accounts

During my SIWES program, I acquired the skill of preparing stock accounts. I learned how to accurately record and report stock movements, including receipts, issues, and balances. I understood the importance of maintaining accurate stock records and how it affects the overall financial performance of the organization. I was able to apply this skill in preparing the depot's stock accounts, which helped in identifying stock discrepancies and making informed decisions.

❖ Stock Accounting

I gained hands-on experience in stock accounting, including the preparation of stock journals, ledgers, and reports. I learned how to classify and record stock transactions, including purchases, sales, and returns. I understood the concept of stock valuation and how it affects the financial statements of the organization. I was able to apply this skill in maintaining the depot's stock records, which helped in ensuring accuracy and completeness.

❖ Closing Stock

I acquired the skill of determining closing stock, which involves calculating the quantity and value of stock remaining at the end of an accounting period. I learned how to apply the First-In-First-Out (FIFO) and Last-In-First-Out (LIFO) methods in determining closing stock. I understood the importance of accurate closing stock figures in preparing financial statements and making informed decisions.

❖ Total Sales

I gained experience in calculating total sales, which involves recording and reporting all sales transactions made during an accounting period. I learned how to apply the concept of sales discounts and returns in calculating total sales. I understood the importance of accurate sales figures in preparing financial statements and making informed decisions.

❖ Calculation of Goods

I acquired the skill of calculating the cost of goods sold, which involves determining the direct costs associated with producing and selling a product. I learned how to apply the concept of cost of goods sold in preparing financial statements and making informed decisions.

❖ Buying and Selling Terms

I gained knowledge of buying and selling terms, including the different types of trade discounts, cash discounts, and payment terms. I learned how to apply these terms in negotiating with suppliers and customers, which helped in improving the depot's relationships with its stakeholders.

Soft Skills

- Communication

I developed my communication skills, including verbal and written communication. I learned how to effectively communicate with colleagues, suppliers, and customers, which helped in building strong relationships and resolving conflicts.

- Teamwork

I gained experience working in a team environment, including collaborating with colleagues to achieve common goals. I learned how to contribute to team discussions, provide feedback, and support colleagues in achieving their tasks.

- Time Management

I developed my time management skills, including prioritizing tasks, setting deadlines, and managing my workload. I learned how to effectively manage my time, which helped in meeting deadlines and achieving my goals.

- Problem-Solving

I acquired the skill of problem-solving, including identifying problems, analyzing causes, and developing solutions. I learned how to apply critical thinking and creativity in resolving problems, which helped in improving the depot's operations and customer satisfaction.

- **Adaptability**

I developed my adaptability skills, including being flexible and responsive to changes in the depot's operations and customer needs. I learned how to adapt to new situations, which helped in improving my performance and achieving my goals.

Practical Skills Acquired

- **How to Sell Fuel**

During my SIWES program at Juniwad Limited, I acquired the skill of selling fuel to customers. This involved understanding the different types of fuel products, their prices, and the procedures for selling them. I learned how to operate the fuel pump, handle cash transactions, and provide excellent customer service.

Selling fuel requires attention to detail, accuracy, and effective communication. I developed these skills by:

- ❖ Accurately measuring and dispensing fuel to customers
- ❖ Handling cash transactions and operating the point-of-sale (POS) system
- ❖ Communicating effectively with customers, answering their questions, and resolving any complaints
- ❖ Maintaining a clean and safe environment for customers

By acquiring this skill, I gained a deeper understanding of the fuel retail industry and developed the skills necessary to provide excellent customer service.

➤ Stock Management

I also acquired the skill of stock management during my SIWES program. This involved understanding the principles of inventory management, including stock counting, stock valuation, and stock replenishment. I learned how to manage stock levels, identify stock discrepancies, and implement effective stock control measures.

Stock management requires analytical skills, attention to detail, and effective communication. I developed these skills by:

1. Conducting regular stock counts and reconciliations
2. Analyzing stock levels and identifying discrepancies
3. Communicating effectively with suppliers and colleagues to resolve stock issues
4. Implementing effective stock control measures to prevent stockouts and overstocking

By acquiring this skill, I gained a deeper understanding of the importance of effective stock management in a retail environment and developed the skills necessary to manage stock levels efficiently.

Section 6

6.1 Challenges

During the SIWES program, I faced several challenges. I:

- Adapted to a new work environment
- Met deadlines and worked under pressure
- Overcame self-doubt and built confidence

6.2 Solutions

To overcome the challenges I faced, I employed several strategies. I:

- Sought guidance from experienced professionals
- Prioritized tasks and managed my time effectively
- Focused on my strengths and built on them

6.3 Conclusion

My SIWES program at JUNIWAD LIMITED Depot provided me with practical skills and knowledge in procurement and supply chain management. I acquired technical and soft skills, overcoming challenges and achieving my goals. I am grateful for the opportunity to have worked with a professional team and gained experience in a real-world setting.