



**A TECHNICAL REPORT  
STUDENT INDUSTRIAL WORKING EXPERIENCE SCHEME  
(SIWES)**

**Held at**

**POST OFFICE CO-OPERATIVE ILORIN**

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## **CERTIFICATION**

The SIWES report is cordially acknowledged and certified by the following dignitaries

.....  
**HEAD OF DEPARTMENT**

.....  
**SIWES COORDINATOR**

## **DEDICATION**

This book is dedicated to the most high of all universe which is ALMIGHTY GOD, the most gracious, the only living God , the most merciful who make this siwes program successful.

Also, this book is dedicated to my parent **MR. AND MRS. Adeleye**

## **ACKNOWLEDGEMENT**

I thank God Almighty, all glory, honor, and adoration for mercy received during the course of my study and when undergoing my industrial training.

My appreciation also goes to my industrial based lecturer, whose accessibility untiring effort, patient and guidance and suggestion fabulously contributed to the completion of this effort, may God continue to guide and protect him and his family.

Mostly, my appreciation goes to the director of Administration for accepting me into the organization with full support. May Almighty God be with him and his household.

## **TABLE OF CONTENT**

Title page	i
Table of content	ii
Dedication	iii
Acknowledgements	iv

## **TABLE OF CONTENTS**

### **CHAPTER ONE**

- 1.1. Background of SIWES
- 1.2. History of SIWES
- 1.3. Objectives of SIWES

### **CHAPTER TWO**

- 2.0 Company Profile
- 2.1 Works Department

### **CHAPTER THREE**

- 3.0 Area of involvement of the student at specific various units

### **CHAPTER FOUR**

- 4.0 Experience gain from siwes

### **CHAPTER FIVE**

- Impression about the organization
- Personal relationship with the organization
- Recommendation
- Conclusion

## **CHAPTER ONE**

### **1.1 BACKGROUND OF SIWES**

Students Industrial Work Experience Scheme (SIWES) can be defined as the practical experience of student in order to have quality control and satisfactory performance, when in the field. 'SIWES' can be interest in a particular subject which is connected with the people and activities involves in producing a particular. Thing (industrial) by involving in a hard physical work rather than office work (work) in order to gain knowledge and skill through the job undergo for a period of time (Experience) under a system of organizing things (scheme).

### **1.2 HISTORY OF SIWES**

Student industrial work experience established by industrial Training Fund (ITF) in 1993 to solve the problem the lack of adequate practical skills preparatory for employment on Nigeria industries.

The scheme exposes student to industrial based skill necessary for a smooth transition from classroom to the word of work.

**Duration:** Four months for polytechnic colleges of education and six month engineering students of the University.

### **1.3 OBJECTIVE OF SIWES**

- 1.To improve the technology development of the country.
- 2.To help students to put into practice what they have learnt theoretically in school.

- 3.The scheme exposes students to industrial based skill necessary for a smooth transition from the classroom to the world of work.
- 4.To exposes the students and broaden their knowledge on the practical aspect of the course they are pursuing in their various schools
- 5.To promote and encourage the acquisition of skills in industries and commerce with a view to generate a pool of indigenous trained manpower, sufficient to meet the needs of the economy.
- 6.To help to solve the problem of lack of adequate practical skill preparatory for employment in industries by Nigeria graduates of tertiary institutions.

## **CHAPTER TWO**

### **2.0 COMPANY PROFILE**

#### **The History of Post Office Cooperative in Ilorin**

The Nigerian Postal Service (NPS) has a long history of cooperative societies, which dates back to the 1960s. The cooperative society in the post office in Ilorin, Kwara State, is one of the oldest and most successful in the country. In this article, we will explore the history of the cooperative society in the post office in Ilorin. Early Beginnings (1960s-1970s)The cooperative society in the post office in Ilorin was established in the 1960s, shortly after Nigeria gained independence. The society was formed by a group of postal workers who were determined to improve their economic well-being and provide financial assistance to their colleagues. The society started with a small membership of about 20 people and was initially known as the "Post Office Cooperative Society. In the 1970s and 1980s, the cooperative society experienced rapid growth and expansion. The society's membership increased significantly, and it began to provide a range of financial services to its members, including loans, savings, and insurance. The society also established a welfare scheme to support members in times of need, such as illness, death, or retirement. In the 1990s and 2000s, the cooperative society faced several challenges, including mismanagement, corruption, and declining membership. In response, the society underwent significant reforms, including the introduction of new management practices, improved accounting and auditing systems, and expanded membership benefits. The



society also established a new board of directors and hired professional staff to manage its operations. Modernization and Revitalization 2010s-Present In recent years, the cooperative society has undergone significant modernization and revitalization efforts. The society has introduced new technologies, such as online banking and mobile payment systems, to improve its services and operations. It has also expanded its membership benefits to include health insurance, education scholarships, and housing loans. The society has also established partnerships with other organizations to provide additional services and benefits to its members. The cooperative society in the post office in Ilorin has had a significant impact on the lives of its members and the broader community. The society has provided financial assistance, welfare services, and other benefits to thousands of members and their families. The society has also contributed to the development of the local economy through its investments and partnerships.

## **2.1 WORKS DEPARTMENT**

**The cooperative society in the post office in Ilorin has several departments that work together to provide services to its members. Here are some of the departments:**

- 1. Membership Department:** This department is responsible for managing the membership of the cooperative society. They handle membership applications, renewals, and withdrawals.

2. **Loans Department:** The loans department provides financial assistance to members in the form of loans. They handle loan applications, disbursements, and repayments.
3. **Savings Department:** This department manages the savings accounts of members. They handle deposits, withdrawals, and account maintenance.
4. **Investments Department:** The investments department manages the investments of the cooperative society. They handle investments in stocks, bonds, and other securities.
5. **Welfare Department:** The welfare department provides welfare services to members. They handle funeral benefits, medical expenses, and other forms of assistance.
6. **Financial Department:** This department handles the financial accounting and reporting of the cooperative society. They prepare financial statements, budgets, and other financial reports.
7. **Audit Department:** The audit department conducts internal audits of the cooperative society's financial records and operations.
8. **Marketing Department:** This department promotes the services of the cooperative society to potential members and the general public.
9. **ICT Department:** The ICT department manages the cooperative society's information and communication technology infrastructure.
10. **Administrative Department:** This department provides administrative support to the cooperative society. They handle tasks such as record-keeping, correspondence, and reception duties.

## **CHAPTER THREE**

### **3.0 AREA OF INVOLVEMENT OF THE STUDENT AT SPECIFIC VARIOUS UNITS**

During the period of the four month industrial training I worked at the finance department of The cooperative society in the post office in Ilorin which plays a crucial role in managing the organization. The student industrial work experience scheme (SIWES) gave me a practical knowledge of what we have been taught theoretically in school and it also enable me to know and understand financial operations.

#### **Here are some of the key responsibilities of the finance department**

1. Preparing Financial Plans: The finance department prepares financial plans, including budgets, forecasts, and strategic plans.
2. Developing Budgets: They develop budgets for various departments and ensure that expenses are aligned with the company's overall financial objectives.
3. Conducting Financial Analysis: The finance department conducts financial analysis to identify areas for cost reduction, process improvement, and revenue growth.

4. Preparing Financial Statements: The finance department prepares financial statements, including balance sheets, income statements, and cash flow statements.

5. Managing Accounts Payable and Receivable: The finance department manages accounts payable and receivable, ensuring that payments are made on time and that debts are collected promptly.

6. Managing Cash Flow: They manage cash flow, ensuring that the company has sufficient funds to meet its financial obligations.

## **CHAPTER FOUR**

### **4.0 EXPERIENCE GAIN FROM SIWES**

Week 1: I was taken to the HRM department where I did test

Week 2: I was introduced to member and the staffs of the cooperative society in the post office in Ilorin and also taken to the finance department where I'll be taken to the office I'll be working

In finance department there are different offices such as cash office, sales and rent, salaries and wages, etc

Week 3: I was taken to the cash office under the finance department where I learned how to issue a receipt, cheque and dispatch files.

Any money that comes into the corporation must pass through the finance department i.e cash office.

Week 4: I learnt how to dispatch files

Week 5: I learnt how to enter daily takings into the system

Week 6: I learnt how to deposit cheque and dispatch files

Week 7: I learnt how to print documents with the cash office pin

Week 8: I learnt how to write requisition (each office writes requisition every month)

Week 9: I dispatch files and record them

Week 10: I print documents and enter daily takings on the system

Week 11: I dispatch files

Week 12: I made photocopies of offices document

Week 13: I photocopied essential documents for record keeping purpose

## **CHAPTER FIVE**

### **5.0 IMPRESSION ABOUT THE ORGANIZATION**

Impression about the industrial training base on four months programs (siwes) was the acceptance of my siwes letters in their organization and also for provision of a lecture class to enlighten us more about construction work which all siwes student settle down there every day for their day to day activities before being taken to the field

#### **Personal relationship with the Organization**

The personal relationship with the company is highly correlating, because company accepts the training of the siwes students as their personal assignment, by showing us different technique. The welfare and care giving to us in company was highly impressive because the company attached each and every one of the siwes student to different supervisor in which we are free to ask question about every unclear aspect during the taking off process and at field during patrol services.

#### **RECOMMENDATION**

As a result of difficulties experience during the Four months SIWES program, I will like to recommend the following changes;

- The Industrial Training Fund should make monthly allowance available for students, so as to put end to financial difficulties that may arise as a result of transportation problems.

- The Institution must confirm that each student partake in the Industrial Training program, by making sure that they pay every student a visit before the end of the program.
- The Institution and Industrial Training Fund should help the student to get the place of attachment, so that the program will commence as planned.
- Students on SIWES program should be posted or deployed to the Organizations, Department or Firms that are relevant to their Course of study, so that the sole aim of SIWES can be achieved.

## **CONCLUSION**

This program has brought improvement to my field of study. The experience gained through this program is majorly based on building construction; this program has inspired me to have technical knowledge and practical aspect of what I have learnt in school.

I hereby forward my appreciation to the rector and director of the institute , HOD of my department, professional lectures in my department including my colleague in training, friends and every member of my family for their support both moral and financial . My prayer to you all is for God to in his infinity mercy bless you and reward every of endeavor abundantly. AMEN