



KWARA STATE POLYTECHNIC

P.M.B 1375, ILORIN NIGERIA

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**A TECHNICAL REPORT OF STUDENTS' INDUSTRIAL WORK
EXPERIENCE SCHEME (SIWES) REPORT**

HELD AT:

MR. AJEE MULTIBIZ LIMITED

PREPARED BY:

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SUBMITTED TO:

**DEPARTMENT OF BUSINESS ADMINISTRATION,
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**IN PARTIAL FULFILLMENT OF THE
REQUIREMENT FOR THE AWARD OF NATIONAL
DIPLOMA (ND).**

FROM

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PREFACE

This contain a written report of the work done by me during the four-month industrial attachment with one of the best Organization in Ilorin, which is Mr. Ajee Multibiz Limited.

This work goes further to share the experience I had in the station.

This summarize all the things I learnt and the problems encountered by me, my recommendation and conclusion of all my work.

DEDICATION

This report is dedicated to Almighty Allah for his mercy and protection on me throughout the program.

ACKNOWLEDGMENT

All glory, honor and adoration goes to the Almighty Allah for mercy received during the course of my study and when undergirding my Industrial Training.

My appreciation also goes to my industrial based lecturer, whose accessibility, untiring effort, patients and guidance and suggestions fabulously contributed to the Completion of this report, may God continue to guide and protect them and their family.

My special thanks also go to my families (THE SPECIAL IDRIS'S) for their support, both morally and financially, before and during my SIWES program, I shall forever be grateful. May you live long enough to reap the fruit of your labour (Amin)

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CHAPTER ONE

INTRODUCTION TO SIWES

SIWES Is an acronym for students industrial work experience scheme, SIWES is an effective instrument used for exposing students to the relative of the work environment in Nigeria especially and the world in general in their various professions so as to achieve the needed technological advancements for the nation this the skins is a pastoral program involving universities polytechnics and technical college for students of various institution in Nigeria it is run jointly by the industrial training fund ITF

Some of the aims of SIWES are;

To provide for student opportunity to be involved in practical aspects of their respective disciplines does bridging the gap between the theoretical aspects taught in class and the real-world solution

To expose students to latest developments and technological innovation in their chosen profession

To prepare students for industrial working environment they are likely to meet after graduation

BRIEF HISTORY OF SIWES

The students industrial work experience scheme (**SIWES**) is a skill training program designed to expose and prepare students of Universities, polytechnics, colleges of technology and others for The industrial work experience they are likely to meet after Graduation.

The scheme also afford students the opportunity of familiarity And exposing themselves to the needed experience in handling Equipment and machineries that are usually not available in their Institutions, the industrial training fund (**ITF**) funded the scheme During its formative year in 1973/74. But, as the financial Involvement became unbearable to the fund, it from the Scheme 'n 1978. The federal government handed over the scheme in 1979 to both the national understates commissioners (**NUC**) and the National board for technical education (**NBTE**). Later, the federal Government in November 1984 revert the management and Implementation of the **SIWES** program to **ITF** and it was effectively Taken over by the industrial training fund in July 1985 with the Funding been solely borne by the federal government.

IMPORTANCE AND OBJECTIVES OF SIWES

In regards to the SIWES handbook, the specific objectives and Importance of the SIWES are to:

- Provide an avenue for students in institutions of higher Learning to acquire industrial skills and experience in their Course of study
- Prepare students for the industrial work experience they are To undergo after graduation
- Provide students with an opportunity to apply their knowledge in real work situation thereby bridging the gap between Theory and practice. To satisfy accreditation requirements set by NBTE.
- To provide students an opportunity to see the real world of their discipline and consequently bridge the gap between the Classroom and real work situation.
- To enable students assess interest suitable for their chosen Profession.

CHAPTER TWO

INTRODUCTION

I, **IDRIS MARYAM OMOLARA**, began my industrial attachment on the Friday 4th October, 2024. I obtained placement with the **MR. AJEE MULTIBIZ LIMITED**. My industrial attachment ended on Thursday 28th November, 2024, making Nine Weeks.

HISTORY OF OLA-IYA METAL WORKS NIGERIA LIMITED

Mr. Ajee Multibiz Limited was founded with the vision of bridging the digital divide in the local community by providing accessible internet services and computer training. Recognizing the increasing reliance on technology, especially among students, the founder aimed to create a space where individuals could enhance their digital literacy and computer skills. Initially, the business operated as a simple cyber café, providing internet access, but quickly evolved to offer a more comprehensive range of services.

As it developed, Mr. Ajee Multibiz Limited expanded its offerings to include specialized computer training sessions, particularly for students undertaking the Student Industrial

Work Experience Scheme (SIWES). This initiative not only helped students gain essential IT skills but also prepared them for future employment. The café also began to provide additional services, such as printing and copying, to support both students and local businesses, along with software installation and maintenance to ensure computers were functioning optimally.

The organizational structure of Mr. Ajee Multibiz Limited is designed to facilitate efficient operations with clear roles. At the top is the Managing Director, who oversees the strategic direction of the business. Supporting the director is the Manager, who handles daily operations and customer service. The Supervisor plays a crucial role in managing staff and maintaining service standards, while the Accountant is responsible for the company's financial health. The Secretary handles administrative tasks, and a team of Workers, including customer service staff and trainers, ensure that clients receive quality support and training.

Mr. Ajee Multibiz Limited has made a significant positive impact on the community by empowering students through valuable training programs that enhance their employability.

The café promotes digital literacy by offering a space for individuals to learn and improve their computer skills, benefiting various age groups and backgrounds. Additionally, it supports local entrepreneurs by providing essential services, helping them to effectively manage their operations. Mr. Ajee Multibiz Limited is not just a cyber café; it is a vital resource in its community, contributing to the development of skilled individuals ready to meet the challenges of the modern job market.

ADMINISTRATIVE AND ORGANIZATIONAL STRUCTURE

The organizational structure of Mr. Ajee Multibiz Limited is designed to facilitate efficient operations and effective management:

MANAGING DIRECTOR: Provides overall leadership and strategic direction for the company. Responsible for making high-level decisions, managing resources, and ensuring the company meets its goals.

MANAGER: Oversees the daily operations of the cyber café and training center. Responsible for staff management, customer service, and operational efficiency.

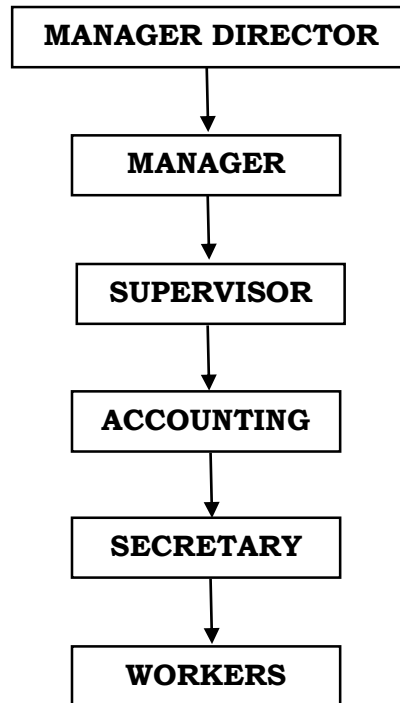
SUPERVISOR: Manages the staff and ensures that the services provided meet the company standards. This role involves coordinating activities, monitoring performance, and providing support to employees.

ACCOUNTANT: Handles the financial aspects of the business, including bookkeeping, budgeting, and financial reporting. Ensures the company remains financially healthy and compliant with regulations.

SECRETARY: Provides administrative support, manages correspondence, and assists in scheduling and organizing meetings and training sessions.

WORKERS (Customer Service Staff/Trainers): Frontline employees who interact with customers, assist with technical issues, and conduct training sessions for students. They play a crucial role in the daily functioning of the café and the training programs.

ORGANIZATIONAL FLOWCHART



CHAPTER THREE

TECHNICAL TRAINING EXPERIENCE

During my SIWES program at Mr. Ajee Multibiz Limited, I do so much work and I acquired a lot of friends below is a summary of the work done and experience obtained

WEEK 1

I was introduced to the organization and the staff of the organization and was thought on the use of the different equipment's in the office space e.g the computer, petty cash book. I was also told on the rules and regulations guiding the organization and I was told to abide by the rules and regulation.



Fig 1: Computer

WEEK 2

I was taught on the use of cash book and what cash book mean which is the types of account in which you make the receipts and payments of money that has been received or paid out. Pasting of daily and weekly stock report. Daily recording of stocks in take to ensure that stocks are properly kept accounted for in order to prevent miss management of stock.

Double Column - Cash Book											
Debit						Credit					
Date	Particulars	V.No.	L.F.	Cash (\$)	Bank (\$)	Date	Particulars	V.No.	L.F.	Cash (\$)	Bank (\$)
1-Jun-19	To Capital A/c			\$100,000	\$100,000	2-Jun-19	By Advertisement A/c				\$500
9-Jun-19	To Sale A/c			\$15,000		4-Jun-19	By Purchase A/c			\$10,000	
15-Jun-19	To Mr. C A/c				\$11,000	4-Jun-19	By Stationery A/c			\$550	
21-Jun-19	To Bank A/c		C	\$15,000		10-Jun-19	By Office expenses A/c			\$200	
						18-Jun-19	By Purchase A/c				\$10,000
						21-Jun-19	By Cash A/c		C		\$15,000
						30-Jun-19	By Rent A/c				\$7,500
						30-Jun-19	By Salary A/c			\$17,000	
						30-Jun-19	By Bal. c/d			\$102,250	\$78,000
				\$130,000	\$111,000					\$130,000	\$111,000
1-Jul-19	By Bal. b/d			\$102,250	\$78,000						

Fig 2: Cash book

WEEK 3

I was taught on the use of Microsoft excel e.g how to impact the various sales on the excel sheet and I attended a board meeting to discuss the policies of the organization I supervised the intake of new goods that was brought into the

organization and I was also in charged with the responsibilities to make sure all goods were complete.

WEEK 4

I was taught the responsibilities of the four major sections in the organization account section, budget section, assets section, stores section. Account section is in charge of receiving cash from outside the organization and they prepare staff salaries also prepare the organization final account cashbook and bank statement, while the budget section is controlling the income and expenditure, also the assets section store any item brought in the organization including sensitive assets, lastly the stores section proper record and stores on items/stores released to the people.

WEEK 5

I was sent to waybill some goods to some customers, so I was involved in the documentations of the goods and I was also assigned to supervise some staff that were ask to arrange some goods in the stores which we discuss the various ways to move the organization to a greater height.

WEEK 6

I was assigned to inspect some goods that will be delivered to customers during the inspection and I sort and also find defection in some goods and which reported was reported to the manager. Also I was charged with the planning of the say activities and also noting the number of goods that was supplied for the day I entered the record into the supply book.

WEEK 7

I assisted in the movement of some goods out for display and I was asked to record the sales in to the petty cash book which I also checked for good that have not been supplied yet such was noted for easy recognition. I was enlighten on how to take in new stock and how to properly record in the new stock that was brought in by the supplier and on how to sort in new stock (first in first out).

WEEK 8

We started the new week with a brief staff meeting to usher in the new week I was assigned a new position to manage so as to gain more knowledge I was assigned to market good to any potential buyer and I try to convince them to buy a particular

products from us thereby telling them the reasons for them to buy such product.

WEEK 9

I was posted to supply chain section, here I was taught on how the company supply is customer different goods and how customers can order to goods, I was also taught how to perform inventory counts and reconcile discrepancies to ensure accurate financial and I was taught how to draft sales work paper, documenting procedures and summarizing findings.

CHAPTER FOUR

EXCLUSIVE SUMMARY

BENEFITS

- I become more enlightened by encountering and getting familiar with different equipment.
- I was able to relate most of my theoretical aspect taught in the class to the physical aspect in the organization.
- I experienced how to use some television equipment.
- I also improved in my understanding of some stages.

CHALLENGES ENCOUNTER

There are some challenges I encountered during my Siwes program which has depressingly affected the growth and development of the scheme, some of the problems include;

1. Inadequate funding of the scheme.
2. Negligence arising from the institution coordinators of the scheme.
3. Lack of cooperation from employees/trainees.
4. Insufficient professionals in the scheme.

Another challenge was lack of consecration more student lack concentration due to their supervisors refuse to give them full attention to the students by passing and explaining things to them claiming that schedule is tight when on duty

Lastly, was the problem of transportation because my place of attachment was a little bit far from my residence.

So many challenges was face but to mention the few.

CHAPTER FIVE

RECOMMENDATIONS

Going through some of the experience gained during the Program, I will recommend that there is need for Improvement On some of the activities, both in Mr. Ajee Multibiz Limited where I served and the school.

- The time duration for the program should be extended for more than two months.
- Students' Industrial Works Experience Scheme (SIWES) needs to be strengthened by all concerned stakeholder in order for its objectives to be fully realized.
- Regular monthly allowances for students on attachment should be paid promptly.
- Organizations should always accept students for SIWES and subsequently assign them to relevant jobs.
- Experience staff should always be made to train the students on attachment
- There should be more funding of the scheme by the government in order for it to be more effective.

- The companies should put in place all the necessary facilities needed to enhance the knowledge of the student in industrial attachment.
- It will be of great benefit if the institution can create a platform whereby student can obtain pre-SIWES knowledge or excursion programs, before student embark for general 6 months industrial training programme.

CONCLUSION

SIWES was established to provide opportunities for students to be involved in the practical aspect of their respective disciplines in the industrial working environments. During my 2-month industrial Training, I gained a wide range of experience from the various Assignments undertaken such as the use of cash book and what cash book means which is the types of account in which you make the receipts and payments of money that has been received or paid out. Pasting of daily and weekly stock report. Daily recording of stocks in place to ensure that stocks are properly kept accounted for in order to prevent mismanagement of stock.

The different equipment's in the office space e.g the computer, petty cash book. I was also told on the rules and

regulations guiding the organization and I was told to abide by the rules and regulation.

The use of Microsoft excel e.g how to impact the various sales on the excel sheet and I attended a board meeting to discuss the policies of the organization I supervised the intake of new goods that was brought into the organization and I was also in charged with the responsibilities to make sure all goods were complete.

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