# STUDENT'S PARTICULAR

STUDENT
PASSPORT
PHOTOGRAPH

NAME OF STUDENT: Ajiboye Rakeeb Olamilekan
INSTITUTION: Kwara State Polytechnic Ilorin
MATRICULATION NUMBER: ND/23/PSM/FT/0006
COURSE OF STUDY: Procurement and Supply Chain management
DATE OF BIRTH: 05-02-2004
CONTACT ADDRESS: Centre Idaro Ilorin Kwara State
PHONE NUMBER: 08057373595
SIGNATURE OF THE STUDENT:
NAME OF THE COMPANY/ESTABLISHMENT AND ADDRESS: KWARA STATE MINISTRY OF EDUCATION & HCD ILORIN
NAME & SIGNATURE OF THE INDUSTRY-BASED SIWES COORDINATOR: MR. UMAR MAGAJI
G.S.M NUMBER OF INDUSTRY-BASED SIWES COORDINATOR:
(I) 08030504584 (ii)
NAME & SIGNATURE OF THE POLYTECHNIC-BASED INDUSTRIAL COORDINATOR:
POLYTECHNIC STAMP & DATE:

WEEK NO: 1

WEEK ENDING: 08-09-2024
(Last working day of the week)

WEEKLY PROGRESS SHEET

| DAY & DATE | DESCRIPTION OF WORK DONE |
|---|---|
| MONDAY 5-5-2024 | I resume my SIWES Programm with ministry of Education & Human Capital development. (Store department) |
| TUESDAY 5-6-2024 | The staff officer introduce me to the Chief Store officer and other Store staff in the ministry and their ranks and possession. (Store department) |
| WEDNESDAY 8-7-2024 | The store officer introduce me to S.R.V Register and S.I.V register with their functions. |
| THURSDAY 8-8-2024 | I was introduce to all the ledgers and thire functions. |
| FRIDAY 8-9-2024 | I was introduce to S.R.V receipt and S.I.V receipts and thire functions each perform when issuing and receiving materials into store house. |
| SATURDAY weekend | |



Date: 08-05-2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS
(Additional diagrams may be attached where necessary)

Student's Signature: [signature] Date: 08-05-2024

Comments by Industrial-Based Supervisor: he is disciplined and very responsible boy.

Name: Sadiq musa Titilo

Signature: [signature] Date: 8/5/2024

WEEK NO: 2

WEEK ENDING: 05-16-2024

## WEEKLY PROGRESS SHEET

| DAY & DATE | DESCRIPTION OF WORK DONE |
|---|---|
| MONDAY 8-12-2024 | I learnt how to use S.R.V & S.I.V receipt and post items into S.I.V and S.R.V receipts. |
| TUESDAY 8-13-2024 | Arrangement of textbook and curriculum into the store house |
| WEDNESDAY 8-14-2024 | Sanitation of the store house and arrangement of materrials. |
| THURSDAY 8-15-2024 | I learn more on S.I.V and S.R.V register (store issue voucher) and (store recieved voucher). |
| FRIDAY 8-16-2024 | Balance and reconciliation of store items in the store. |
| SATURDAY Weekend | |



Date:

## FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

Student's Signature: [redacted] Date: 16-8-2024

Comments by Industrial-Based Supervisor: he is a very-stable minded Character.

Name: Sidikat mufu Titilo

Signature: Sidiku. Date: 16/8/2024

WEEK NO: 3

WEEK ENDING: 08-23-2024
(Last working day of the week)

## WEEKLY PROGRESS SHEET

| DAY & DATE | DESCRIPTION OF WORK DONE |
|---|---|
| MONDAY 8-19-2024 | Arrangement of ~~the~~ materials in the shelves |
| TUESDAY 8-20-2024 | Numbering of S.I.V and S.R.V Register. |
| WEDNESDAY 8-21-2024 | Cleanliness of ~~the~~ building house and arrangement of ~~the~~ materials in ~~the~~ store house. |
| THURSDAY 8-22-2024 | Arrangement and recording of materials in ~~the~~ store house. |
| FRIDAY 8-23-2024 | I take on charge of ~~stationery~~ purchase |
| SATURDAY weekend | |



Date:

## FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

Student's Signature: [redacted] Date: 23-8-2024

Comments by Industrial-Based Supervisor: he is very honest and well manner boy.

Name: Sidrat Onuja Titilola.

Signature: [redacted] Date: 23/8/2024

WEEK NO: 4

WEEK ENDING: 30-08-2024
(Last working day of the week)

WEEKLY PROGRESS SHEET

| DAY & DATE | DESCRIPTION OF WORK DONE |
|---|---|
| MONDAY 26-8-2024 | How to issue of stationary (materials) into the office of Honourable commissioner (H/C office) |
| TUESDAY 27-8-2024 | Issue of the stationary to the office of Permanent Secretary office. (P S O) |
| WEDNESDAY 28-8-2024 | Sanitation of the store house and arrangement of materials |
| THURSDAY 29-8-2024 | Issue the stationary to the office of Director Purchase &rance Supply (D.P.F.S office) |
| FRIDAY 30-8-2024 | Issue the stationary to the Director Personel Management office. (D.P.M.O). |
| SATURDAY weekend | |



Date:

FOR THE SKETCHES, DIAGRAMS AND GRAPHS
(Additional diagrams may be attached where necessary)

Student's Signature: [illegible] Date: 30-8-2024

Comments by Industrial-Based Supervisor: he is very good boy
duct performed to the best satisfaction.

Name: Siddiraf mwa Titiyo

Signature: Siddiraf Date: 30/8/2024