



KWARA STATE POLYTECHNIC

P.M.B. 1375, ILORIN-NIGERIA

siwesunit@kwarastatepolytechnic.edu.ng

STUDENTS' INDUSTRIAL WORK EXPERIENCE

SCHEME (SIWES)

TRAINING LOG BOOK

STUDENT'S SURNAME: Udechukwu

OTHER NAMES: Promise Chagorzie

COURSE OF STUDY: Business Administration

MATRICULATION NUMBER: ND 123/BAM/PT/0552

PLACE OF ATTACHMENT:

BANK NAME: Wema ACCT. NO.: 0251168168 SORT CODE: 035140605

NAME OF COMPANY/ORGANIZATION: Alaris outlet Ilorin

Kwara state

LOCATIONAL ADDRESS OF COMPANY/ORGANIZATION (Street No, Street Name,

Town and State: Ilorin Kwara state mandate 3

estate irewolefe Ilorin Kwara state

TEL/GSM: 09013430519 E-MAIL: kingmayor08@gmail.com

NAME OF OFFICER IN CHARGE OF SIWES IN THE COMPANY: Adeleye

Seun

STUDENT'S PARTICULAR



15/1/2025

NAME OF STUDENT: Udechukwu Promise

INSTITUTION: I. F. M. S

MATRICULATION NUMBER: ND/23/Bam/PI/0552

COURSE OF STUDY: Business Administration

DATE OF BIRTH: 16/10/2003

CONTACT ADDRESS: N.D. 15, 179-Amaoku Road off Taiwo

PHONE NUMBER: 09137861661

SIGNATURE OF THE STUDENT:

NAME OF THE COMPANY/ESTABLISHMENT AND ADDRESS: Alvin's Outlet
NIG Mandate 3 Estate Irewode Idiroku
State

NAME & SIGNATURE OF THE INDUSTRY-BASED SIWES COORDINATOR:

G.S.M NUMBER OF INDUSTRY-BASED SIWES COORDINATOR:

(i) (ii)

NAME & SIGNATURE OF THE POLYTECHNIC-BASED INDUSTRIAL COORDINATOR:

POLYTECHNIC STAMP & DATE:

WEEK NO:1.....
WEEK ENDING:5-10.....
(Last working day of the week)

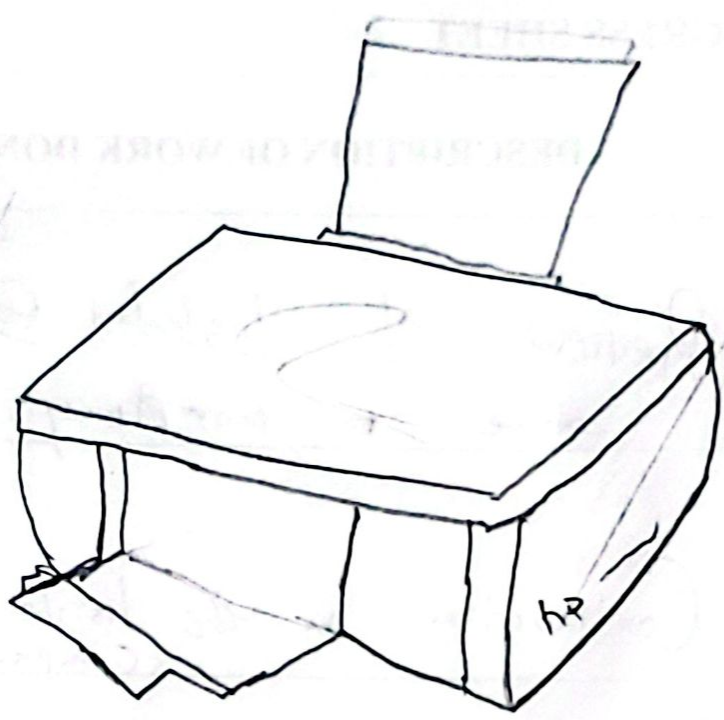
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 30/09/24	Introduction To The office was done by the Manager of the Company
TUESDAY 01/10/24	Has Given Insight about how the Company works
WEDNESDAY 02/10/24	Assigned to Sort out Office files
THURSDAY 03/10/24	
FRIDAY 04/10/24	Has Given Insight about the Company Product
SATURDAY 05/10/24	

Date:.....

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



Student's Signature: Date:

Comments by Industrial-Based Supervisor:
.....

Name: 55

Signature: Date: 5/10/24

NEVINS OUTLETS NIG.
Sign.....
Date.....

WEEK NO:2.....

WEEK ENDING:12-09-20.....
(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 07/10/24	Review of Yesterday's work was done on morning
TUESDAY 08/10/24	Continuation on the insight about the Company product
WEDNESDAY 09/10/24	Introduction on the Software used in the Company and was given insight on how to use it
THURSDAY 10/10/24	Assigned to take out stocks for the staff with my colleague
FRIDAY	
SATURDAY 12/10/24	Weekly Report for day

Date:

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

Bookkeeper Windows (1981)
Chart: Cost ALIN OUTLET 11021003
Login: power
Dashboard
Account
Customer/Debtors
Supplier/Creditors
All Account
Transaction
Inventory
Inventory item
Unit of measure
Service

affi Switch Card
From Master Card 1
to Customer
expenses
Income
Cash
Payment to Supplier
Receipt for Customer
Journal
Sales/Invoice
Debit
Period: Since
estimated
Sale Ref/Cred. note

Student's Signature:

Date:

20-09

Comments by Industrial-Based Supervisor:

Diligent and

Name:

ALVINS OUTLET

5-5

Signature:

Sign

Date:

12/01/2011

Date:

WEEK NO: 3
 WEEK ENDING: 19-10
 (Last working day of the week)

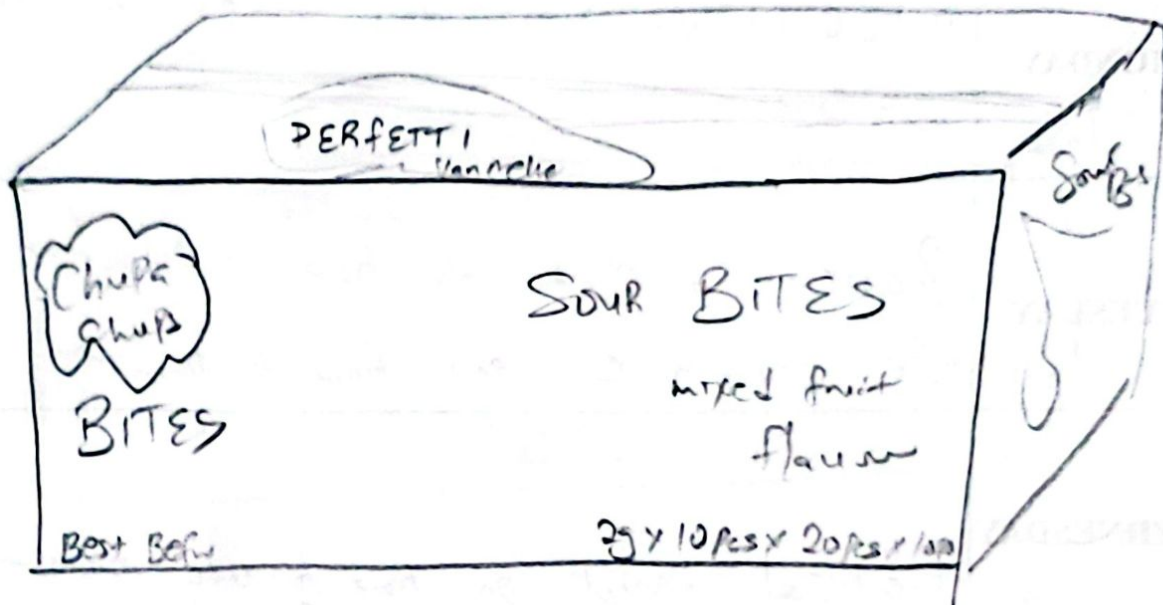
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 14/10/24	(1) Review on Yesterday Sales (1) Salesman trucks out
TUESDAY 15/10/24	Shown how to Connect a Printer to the system in order to print Receipt
WEDNESDAY 16/10/24	The use of Some Command keys in Microsoft Excel office
THURSDAY 17/	
FRIDAY 18/	
SATURDAY 19/10/24	In/ as thought How to Send Weekly Report WSSR

Date:.....

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



Student's Signature: Date: 01-10

Comments by Industrial-Based Supervisor: Diligent and
hardworking -

Name: ADEDEJI S-S

Signature: Date: 19/10/24

Date:.....

WEEK NO:4.....
 WEEK ENDING:26-10.....
 (Last working day of the week)

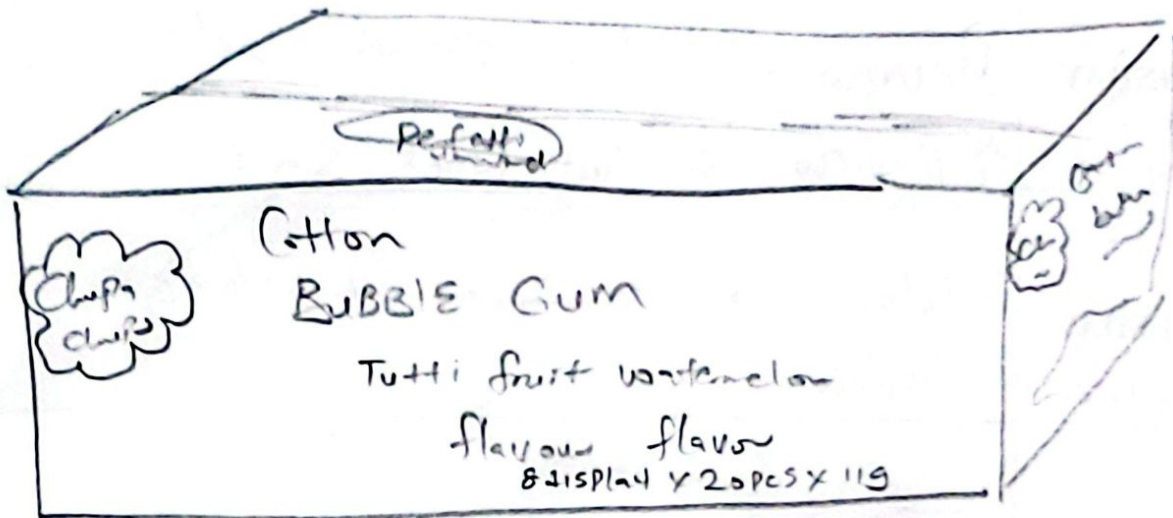
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 21/10/24	Review on Yesterday Sales by the Salesman
TUESDAY 22/10/24	Practical Aspect on how to Post on the Software and how to Print
WEDNESDAY 23/10/24	Practical Aspect on how to use Microsoft Excel
THURSDAY 24/10/24	
FRIDAY 25/10/24	Insight on how to do daily Report both written & Virtualize
SATURDAY 26/10/24	Practical Aspect on how to do WSSR & WSSR

Date:.....

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



Student's Signature: Date: 02-10

Comments by Industrial-Based Supervisor: Diligent

and handwriting

Name: ADDED S-5

Signature: Sign: Date: 26/10/24

EVINS OUTLETS INC.

Sign: _____

Date: _____

WEEK NO: 5

WEEK ENDING: 2-11

(Last working day of the week)

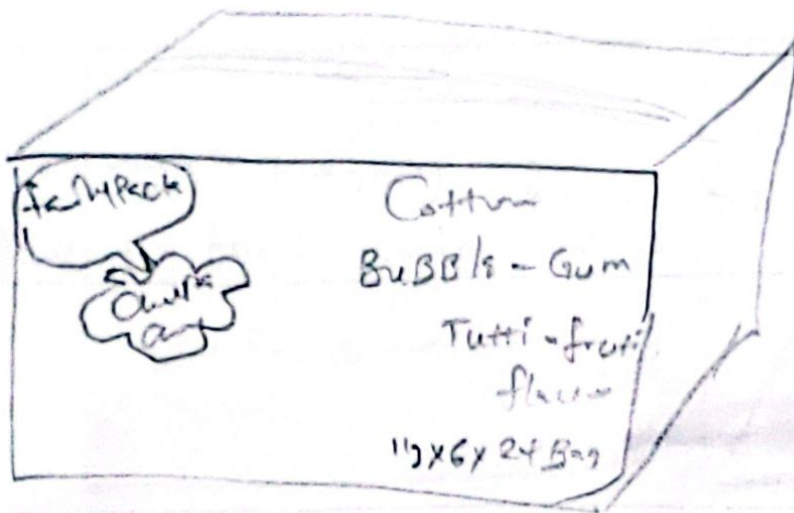
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 28/10/24	1) Review on last month Sales 11) Review on last week sale
TUESDAY 29/10/24	1) In/As Ask to Give all salesmen Product
WEDNESDAY	
THURSDAY 31/10/24	11) The TSM Visited the office < Territory sale manager >
FRIDAY 1/11/24	Off loaded the Product that was Received
SATURDAY 2/11/24	Did weekly Report

Date:.....

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



Student's Signature: Date: 07-10

Comments by Industrial-Based Supervisor: Deligent and
hard working

Name: ALVINS OUTLETS INC. S.S.

Signature: Date: 06/24

WEEK NO:6.....

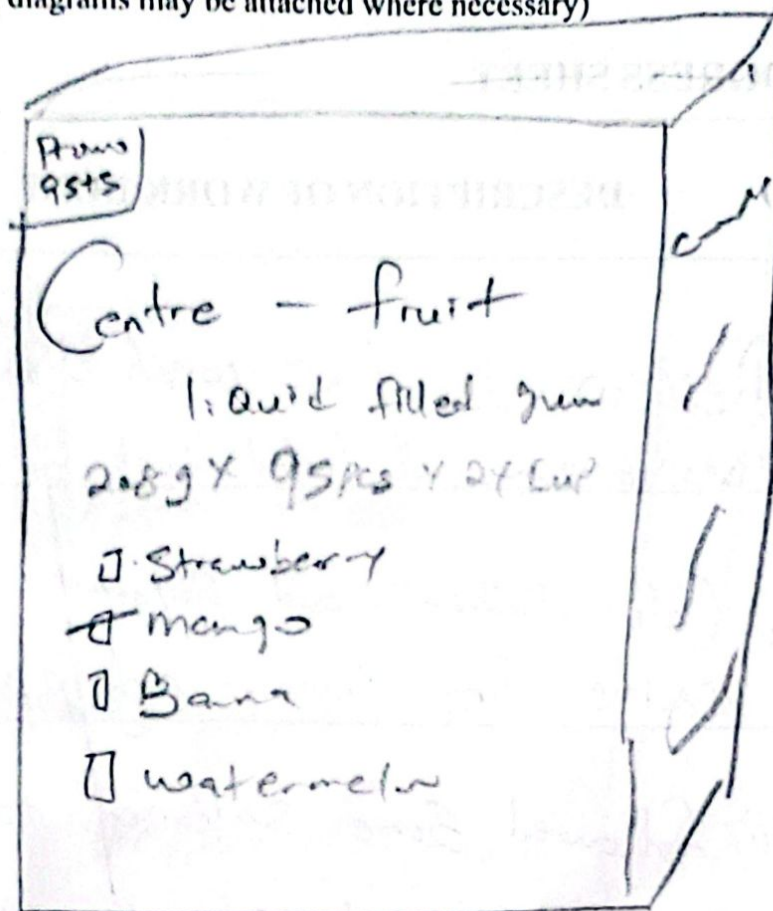
WEEK ENDING:9-11.....
(Last working day of the week)**WEEKLY PROGRESS SHEET**

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 4/11/24	Review on last week Sales
TUESDAY 5/11/24	Transferring of weekly expenses on the ledger book & software
WEDNESDAY 6/11/24	
THURSDAY 7/11/24	Went to Unilovin with some Staff to visit the outlet that Sales the Product
FRIDAY	
SATURDAY 9/11/24	Weekly Report Done

Date:.....

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



Student's Signature: Date: 14-10

Comments by Industrial-Based Supervisor: Diligent and

hardworking

Name: AOEDEOT E-S

Signature: Date: 21/10/24



WEEK NO: 7

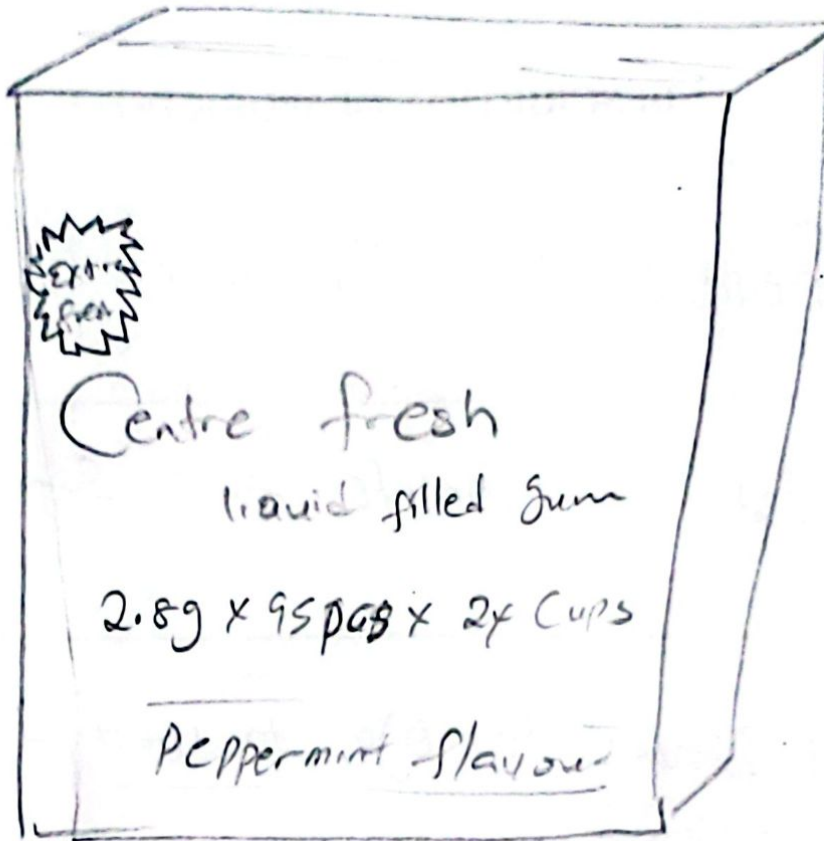
WEEK ENDING: 16 - 11
(Last working day of the week)**WEEKLY PROGRESS SHEET**

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 11/11/24	Review on last week Sales Despatching of loaded truck drivers to the destination
TUESDAY 12/11/24	Calculation and Payment of Salary Incentive for Salesmen and Ported In Expenses
WEDNESDAY 13/11/24	Followed Some Salesmen to make to visit and sale to some outlet
THURSDAY	
FRIDAY 15/11/24	Counted the store for available Stocks in order to make report
SATURDAY 16/11	Weekly Report Submit

Date:.....

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



Student's Signature: Date: 21-10

Comments by Industrial-Based Supervisor: Very active

and practical

Name: ADEDEJI S-S

Signature: Date: 15/11/24

Signature:
Date:

WEEK NO:8.....

WEEK ENDING:23-11.....
(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 18/11/24	Review for last week sales
TUESDAY 19/11/24	Went to market for sale
WEDNESDAY 20/11/24	1 Drive to Oja, to visit some Customer
THURSDAY 21/11/24	✓ Received market from Company ✓ Stock up Received product & entered in Software
FRIDAY 22/11/24	✓ Counted Available stock ✓ Closed early
SATURDAY 23/11/24	Weekly Report Submitted

Date:.....

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



Student's Signature: Date: 28-10

Comments by Industrial-Based Supervisor: very good

and diligent

Name: ALVINS OUTLETS INC. S-S

Signature: Date: 28/11/24

Date:

WEEK NO: 9
 WEEK ENDING: 30-11
 (Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 29/11	Review on last week Sales
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY 29/11/24	went to Unilortho for Sales
SATURDAY 30/11/24	Monthly Report Submitted Weekly Report Submitted

Date:.....

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

Profelli van nelle 11g listed

Home Care Products Inventory Sales Report Data from Report Admin

SACR Manual form []

Transfer No. [] (Enter Sales Order No.)

Product No. []

Date []

Stock Request No. []

From Location []

To Location []

Delete	Item No.	Description	UOM	Request Qty	Actual Qty	On Hand	Inv
--------	----------	-------------	-----	-------------	------------	---------	-----

☐ Add Item

☐ Cancel

☐ Confirm Transfer

☐ Cancel

☐ Sales Tax

Student's Signature: [Signature] Date: 9-11

Comments by Industrial-Based Supervisor: _____

very good boy

Name: ADDEGI S-S

Signature: [Signature] Date: 30/9/2011

ALVINS OUTLETS INC
[Stamp]

COMMENTS BY ITF OFFICIAL(S)

Satisfactory

Name of Official:

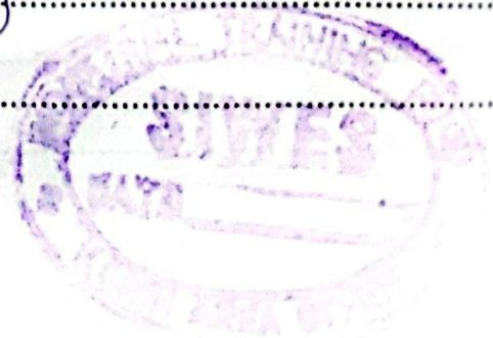
Takuzu Murjanat

Signature of Official:

[Signature]

Date:

10/1/2025



INDUSTRIAL TRAINING FUND

MIANGO ROAD, P.M.B. 2199, JOS

FORM 8



STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME END-OF-PROGRAMME REPORT SHEET

PART A (To be completed by the Student)

1. (a) Name in full: Udechukwu Chigozie Promise
(b) Registration/Matriculation: ND/23/BAM/PT/0552
(c) Course of Study: Business Administration
(d) Year of study: 2023
(e) Name of Institution: I.F.M.S
 2. (a) Name and Address of the Company/Establishment: Aloms outlet
Ilorin, Irewodele, Kwara State
(b) The Department Section: finance and management studies
(c) Period of Attachment: From To
Number of Weeks: 9
 3. Total Allowance received by student: N.....K
 4. Brief outline of experience/relevance of training provided:
.....
.....
 5. (a) Where were you attached last? (if applicable):
(b) Total number of weeks engaged on Industrial Attached:
- Signature of Student: [Signature] Date:

PART B (To be completed by the Employer)

Do you agree with the Student's comments in items 3 & 4 in Part A? YES/NO

If No. please comment: Yes

State total amount paid to students as ITF allowance: N.....K

In Words: 45

6. Please assess the student's overall performance by ticking the appropriate box as provided

VERY GOOD ☒ GOOD ☐ SATISFACTORY ☐ POOR ☐

7. Will you accept the student in any future attachment? YES/NO

If No, please comment:.....

8. Is your Company/Establishment in a position to offer this student a job in future?

Yes

9. Name of Reporting Officer: ADEDEJI SEUN SIKIRU

Designation/Rank: OPERATIONAL OFFICER

Signature/Stamp: ALVINS OGBURN NIG. ENT.

Date: 30/11/24

N.B. Forms duly completed by employers should be forwarded to/collected by the respective Institutions under seal

PART C (To be completed by the Institution)

10. Indicate number of visits: 2 VISITS

11. Give your assessment of facilities provided by company during visit(s) by ticking:

STANDARD ☐ ADEQUATE ☒ RELEVANT ☐ NOT RELEVANT ☐

12. Give your impression of the student's involvements in training (FULLY/PARTIALLY)

FULLY

13. Assessment of student's performance (Grading "A, B, C or D has to be stated)

GRADING - A

Full Name of the Supervisor: CAMBARI KADIR OMOTOSHE

Status: ASSISTANT LECTURER

Department/Discipline: MARKETING

Signature/Stamp: OMOTOSHE Date: 20/11/2024

N.B. This form is to be returned to ITF on completion by the respective institutions under seal