



**TECHNICAL REPORT ON STUDENT INDUSTRIAL  
WORK EXPERIENCE SCHEME (SIWS)**

**HELD AT**

**NECO OFFICE ILORIN**

**SANGO, OLD JEBBA ROAD ILORIN KWARA STATE**

***BY***

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## **DEDICATION**

This report is dedicated to Almighty God for His divine mercy on me and my family who has given me the strength, wisdom, knowledge and understanding in working toward my success.

## **ACKNOWLEDGEMENT**

To God who owns life, I wish to express my sincere appreciation and gratitude for seeing me throughout my duration in Kwara State Polytechnic and for making my vision come to reality, also for His Goodness, Mercy, Provision and Grace upon my life.

My profound gratitude goes to my sincere appreciation goes to My family may God be with you.

Finally, my sincere gratitude also goes to my lovely friend both within and outside the institution,

## **ABSTRACT**

This report gives a good account of the training and experience which exposed student during the student industrial work experience (SIWES) at **NECO OFFICE**.

## **CHAPTER ONE**

### **1.1 INTRODUCTION**

This program called (SIWES) student industrial work experience scheme is compulsory to all ND1 student who practicable course. It enables student to have the experience of the aspect which have been taught in school. It is a program that takes up to three month in which student are expected to be able practices what they are taught.

### **1.2 AIMS AND OBJECTIVES OF SIWES**

The student industrial work experience scheme (SIWES) can be define as a technical skills and acquisition of knowledge from the organization, industrial sector. It is also serving as the complement the learning which student have acquired in the classroom or theoretically.

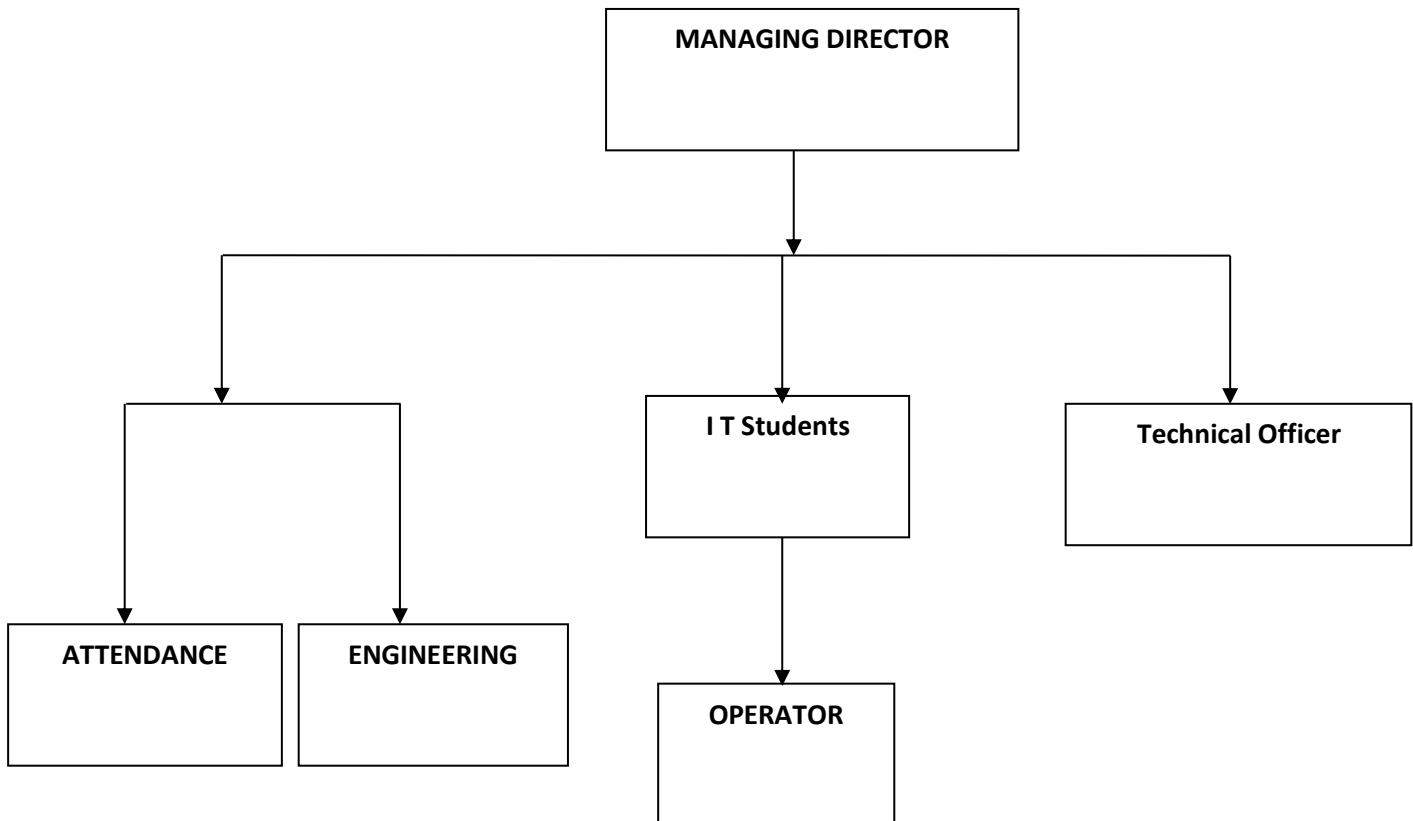
The objective of the student industrial work experience scheme is as follow

- It enables the student to practically different test from what they learnt theoretically in the classroom.
- It also enlighten student to various s division of industrial or organization of work in which the course of study can be radicalized.
- It relate the student to the labor market and how it being operated.
- To enable student to defend his or her self in anywhere he or she found itself.

### 1.3 HISTORICAL BACKGROUND OF THE ORGANIZATION

The name of the organization is NECO OFFICE ILORIN. It was created in 2000 and was directed by Alhaji Muhammed. The aims and objective of the organization is to train both SIWES and its student and also individual in networking in order for them to know much or deep about and they have taught in their various institutions.

### 1.4 ORGANIZATION CHART



## **1.5 MAJORACTIVITIES OF THE ORGANIZATION**

The major activity of the organization is operating of is providing educational vocation and exam body from both outside and inside the Word and also students teaches about computers in general. The organization also accommodate SIWES student.

Other activities performed by the organization are:

1. The organization based on education body as a whole
2. The organization also based on training student in exam stuff.
3. The organization also goes about making and training retailers staff and others.



## **CHAPTER TWO**

### **2.1 SECTION/UNITS OF THE ORGANIZATION AND THEIR SPECIFIC FUNCTION**

Trainee is applicable to all various section in the organization such as secretary of department , the written and formulating of exam in general placed order

### **2.2 STUDENTS INVOLVEMENT AT VARIOUS SECTION/UNIT**

Student performed well in the section which he found himself in such as placement unit, packaging unit marketing unit computer peripherals.

### **2.3 INTERPERSONAL RELATIONSHIPS WITH THE ORGANIZATION**

Pertaining to interpersonal relation there was cordial and sustained relationship among the staff, manager and the SIWES students.

## **CHAPTER THREE**

### **3.0 STUDENT SPECIFIC INVOLVMENT AT VARIOUS SECTION/ UNIT**

#### **INTRODUCTION TO THE PACKAGING UNIT**

The chapter include information about how to to pack so costly cloth and material in a way that its wont have any course of issues, they also make sure. Every single goods order, are in better position and well package

#### **HUMAN MANAGEMENT**

The Human Management Unit (HMU) refers to the department or team responsible for managing the human resources aspects of a fabric selling business. The HMU plays a crucial role in ensuring the smooth operation move of all kind of exams related in all state every single year;

#### **KEY FUNCTIONS OF HMU**

1. Recruitment and Selection: The HMU is responsible for attracting, selecting, and hiring talented staff who is good at setting exams
2. Training and Development: The HMU provides training and development programs to enhance the skills and knowledge of and provide excellent customer service.
3. Employee Relations: The HMU manages employee relations, including resolving conflicts, addressing grievances, and promoting a positive work environment.

4. Performance Management: The HMU oversees performance management, including setting goals, evaluating employee performance, and providing feedback and coaching.

5. Employee Welfare: The HMU is responsible for ensuring the health, safety, and well-being of employees, including providing benefits, such as health insurance and paid time off. Importance of HMU in educational stuff

1. Improved Customer Service: A well-managed HMU ensures that employees are trained to

## **SALES DEPARTMENT AT THE COMPANY**

The sales department at a fabrics store is responsible for interacting with customers, understanding their needs, and providing them with the right scratch cards and others. Here's an overview of the typical activities and responsibilities of a sales department at a cards.

### **Pre-Sale Activities**

1. Greeting Customers: Sales staff greet customers, welcome them to the store, and ask how they can assist them.

2. Understanding students needs: Sales staff ask questions to understand the customer's project requirements, education constraints.

3. Providing Options: Sales staff show customers various fabric options, explain their features, and help them make informed decisions.

## **Sales Activities**

1. written of internal exam and maximum supervisor: the neco office is responsible for exam across the state.
2. Processing Transactions: staff process transactions, handle payments, and provide receipts. For result checker
3. Answering Customer Queries: Sales staff answer customer questions, provide advice, and offer solutions to their problems.

## **RECORD KEEPING DEPARTMENT**

### Importance of Record Keeping

Record keeping is essential for a fabric store to maintain accurate and up-to-date information about its operations, finances, and customer interactions. Effective record keeping .

### **Record Keeping Methods**

The entire body can use various methods to keep records, including:

1. Manual Records: Paper-based records, such as notebooks, spreadsheets, and filing cabinets.
  2. Digital Records: Computer-based records, such as accounting software, customer relationship management (CRM) systems, and inventory management software.
- Track Sales and Revenue: Monitor sales performance, revenue, and profit margins.
  - Manage Inventory: Keep track of fabric stock, including quantities, prices, and suppliers.

- Provide Customer Service: Record customer interactions, including purchases, returns, and complaints.
- Make Informed Decisions: Analyze data to inform business decisions, such as pricing, promotions, and inventory management.
- Cloud-Based Records: Online records stored in cloud-based storage services, such as Google Drive or Drop box

### **Types of Warehousing**

Fabric stores can use various types of warehousing, including:

1. On-Site Warehousing: Storage facilities located within office premises.
2. Off-Site Warehousing: External storage facilities rented or leased
3. Third-Party Logistics (3PL): Outsourcing warehousing and logistics operations to a third-party provider.

### **WAREHOUSING OPERATIONS**

Exam papers should consider the following warehousing operations:

1. Receiving and Inspection: Verify fabric shipments against purchase orders and inspect for damage.
2. Storage and Organization: Store fabric stock in a logical and accessible manner.
3. Inventory Management: Track fabric stock levels, monitor inventory turnover, and optimize stock levels.

4. Order Fulfillment: Pick, pack, and ship fabric orders to customers.

5. Returns and Reverse Logistics: Handle customer returns, process refunds, and manage reverse logistics

## **CHAPTER FOUR**

### **4.1 PERSONAL IMPERSSION ABOUT THE ORGANIZATION**

Though the organization is a growing firm, yet it is of standard. It is standard enough to impact great and immeasurable knowledge to students who have chosen computer science as a field of study.

### **FACTOR TO BE CONSIDERED IN SELECTING A PRODUCT AND COMMODITIES IN NECOHOUSE**

#### **MARKET DEMAND**

1. STUDENTS Preferences: Understand student's preferences, including color, texture, and fabric type.
2. Seasonal Demand: Consider seasonal demand for specific fabrics, such as winter coats or summer dresses.
3. Trend Analysis: Analyze current fashion trends and predict future demand.

#### **Quality and Durability**

1. Fabric Composition: Consider the fabric composition, including natural fibers (cotton, wool), synthetic fibers (polyester, nylon), and blends.
2. Weave and Density: Evaluate the weave and density of the fabric, including plain weave, twill, and satin.
3. Weight and Thickness: Consider the weight and thickness of the fabric, including lightweight, medium-weight, and heavyweight.

## **CHAPTER FIVE**

### **5.1 CONCLUSION**

In conclusion, student industrial work experience scheme program (SIWES) has given the opportunity to have at least some knowledge about my course of study and program has provided me an abridgement of gap.

### **5.2 RECOMMENDATION**

I hereby recommend that the school management should promote proper orientation on the program for the student who lacks it for high rate of student un-involvement.

I will be glad if the programmer student industrial training experience scheme (SIWES) period is extended more than four months, so that the student might have enough time to learn practical aspect of what have learnt in their various institutions.