



**A TECHNICAL REPORT ON
STUDENT INDUSTRIAL WORK EXPERIENCE
SCHEME {S.I.W.E.S}**

HELD AT:

HONOURS INTERCONTINENTAL CONCEPT LIMITED

BY

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ND/23/PSM/PT/0051

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MANAGEMENT**

**INSTITUTION OF FINANCING AND MANAGEMENT STUDIES
KWARA STATE POLYTECHNIC, ILORIN**

FROM

SEPTEMBER TO DECEMBER, 2024

**IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR
THE AWARD OF ORDINARY NATIONAL DIPLOMA {O.N.D}
IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT,
KWARA STATE POLYTECHNIC**

CERTIFICATION

This is to certify that **OLUSHOLA BLESSING FEYISAYO** matriculation number **ND/23/PSM/PT/0051** undergoes his industrial training at **HONOURS INTERCONTINENTAL CONCEPT LIMITED** In partial fulfillment of the award of National Diploma (ND) in Procurement and Supply Chain Management, Kwara State Polytechnic, Ilorin, undersigned by the following people:

.....
SULEIMAN TAOFEEQ

Siwes Supervisor

.....
DATE

ACKNOWLEDGEMENTS

I express my sincere gratitude to Honours Intercontinental Concept Limited for the opportunity to undergo my SIWES training. I appreciate the guidance and support of my supervisors and colleagues, who made my learning experience enriching and rewarding.

ABSTRACT

This report details my Student Industrial Work Experience Scheme (SIWES) at Honours Intercontinental Concept, covering a period of 3 Month. The internship aimed to provide hands-on experience and bridge the gap between theoretical knowledge and real-world industrial practices.

The report begins with an overview of SIWES, its objectives, and the significance of industrial training. It also provides an introduction to Honours Intercontinental Concept, its organizational structure, and key operational areas.

The core of this report outlines the tasks assigned to me, the tools and software used, the skills acquired, challenges faced, and solutions implemented. Furthermore, recommendations for both the organization and future interns are provided.

TABLE OF CONTENT

Title Page

Certification

Acknowledgement

Chapter One: Introduction

Background of the study

Objectives of Siwes

Scope of the Report

Chapter Two: Organization Structure and Operation

History and Overview of Honours Intercontinental Concept Limited

Organization Structure

Key Responsibilities and Activities

Chapter Three: Industrial Training Experience

Activities Carried Out During the Training

Lessons Learned

Challenges Encountered

Skills and Knowledge Acquired

Chapter Four: Conclusion

Conclusion

CHAPTER 1

Introduction

Background of the Study:

The Student Industrial Work Experience Scheme (SIWES) was introduced by the Industrial Training Fund (ITF) in 1973 to bridge the gap between classroom learning and practical industry experience. It is a crucial component of training for students in science, engineering, management, and technology-related fields.

The program provides students with hands-on experience in a real work environment, equipping them with the skills necessary for future employment. It also enables students to understand industrial work ethics, team collaboration, and modern industry practices.

Objectives of SIWES

The objectives of SIWES include:

1. Exposing students to practical aspects of their field of study.
2. Bridging the gap between theoretical knowledge and real-world applications.
3. Familiarizing students with industrial safety measures and regulations.
4. Enhancing students' technical and interpersonal skills.
5. Promoting professionalism, teamwork, and time management.
6. Providing students with industry contacts and potential employment opportunities.

Scope of the Study:

This report provides an account of my experiences during the SIWES program at Honours Intercontinental Concept Limited. It covers the period from October 2024 to December 2024 and highlights my job responsibilities, achievements, challenges, and lessons learned. The report also includes recommendations for future SIWES students and concludes with a reflection on the benefits of the SIWES program.

CHAPTER 2

ORGANIZATIONAL STRUCTURE AND OPERATIONS

History and Overview of Honours Intercontinental Concept Limited

Honours Intercontinental Concept Limited was established 2004 with the aim of providing equipment to the [insert industry/market]. Over the years, the company has undergone significant transformations, expanding its operations and diversifying its product offerings. Today, Honours Intercontinental Concept Limited is a leading player in the [insert industry] sector, known for its commitment to quality and customer satisfaction.

Organizational Structure

The company is structured into various departments, each with distinct roles:

1. Administrative Department – Oversees internal operations and office management.
2. Finance and Accounts – Handles financial planning, budgeting, and auditing.
3. Marketing and Sales – Responsible for customer acquisition, branding, and advertising.
4. Operations and Logistics – Ensures seamless service delivery and supply chain management.

Key Responsibilities and Activities

My major responsibilities included:

- Handling administrative tasks such as data entry, documentation, and report preparation.
- Assisting with customer service operations by attending to client inquiries.
- Conducting market research and analyzing data to support business decisions.

CHAPTER 3

INDUSTRIAL TRAINING EXPERIENCE

Department Assigned To

During my industrial training at EDC, I participated in several activities, including:

- Arrangement of Items that will be supplied the following week
- Observation on how to handle customers complaint and resolve issues.
- Observing Customer service techniques
- Observation of product supplied into the company
- I assisted the company in processing purchase requisitions
- Assisted in logistics and transportation management and also coordinated with transportation provide to ensure timely delivery of goods
- Attended the company orientation and familiarization with the purchasing and supply department

LESSONS LEARNED

- I was taught how to send amount of goods to customer online and I was also taught how to fill the waybill and invoice receipt
- Learning about Inventory Management
- I was taught that when goods and supplied to the company we should examine it then input the price in the system before displaying it for selling
- I was taught how the system should be operated, if there is a lot of customers and we should also be careful the way we attend to customers.
- I was taught how to input price on the system
- I was taught how to code good, that is how to give goods number
- I was taught the advantages of coding
- Learn how to print receipt and how to write hand incase the system in having issues.

CHALLENGES ENCOUNTERED

Some of the challenges faced during my SIWES training included:

- Limited access to materials for practical training.
- Time constraints due to the combination of theory and practice.
- Power supply issues affecting production activities.

SKILLS AND KNOWLEDGE ACQUIRED

By the end of my internship, I had gained valuable knowledge and skills, including:

- Communication and Presentation Skills
- How to develop a sustainable business idea.
- The role of innovation in business success.
- Practical skills that can lead to self-employment.

CHAPTER 4

CONCLUSION AND RECOMMENDATIONS

Conclusion

My SIWES experience at the Honours Intercontinental Concept Limited was highly beneficial. It enhanced my practical skills and broadened my entrepreneurial mindset. I recommend that:

1. More resources be provided to enhance vocational training.
2. The center should collaborate with industries for better exposure.