



STUDENT INDUSTRIAL WORKING EXPERIENCE SHCEME

A TECHNICAL REPORT OF WORK DONE

HELD AT

AJOF ENGINEERING NIGERIA LIMITED

YABA, LAGOS STATE

PRESENTED BY

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DEDICATION

This piece of work is dedicated first to Almighty GOD for giving me the opportunity and resources to complete this work and my parent for their love, support and parental care throughout the program.

PREFACE

This report highlights the skills and knowledge gained during the SIWES program, bridging the gap between classroom theory and real-world media practice. It serves as a guide for Mass Communication students, covering key aspects like news writing, interviews, transcription, and media ethics. Organized into chapters with subheadings, it provides a structured overview of practical experiences that enhance learning and professional development in the field of journalism and communication.

ACKNOWLEDGEMENT

All thanks and glory be to Almighty GOD for His grace, mercy, and protection throughout the process of writing this report. His divine provision, wisdom, and strength have been my guiding light.

I extend my heartfelt gratitude to my loving parents, Mr. and Mrs. Joseph, whose unwavering support, prayers, and encouragement have been a source of strength and motivation. Their sacrifices and guidance have shaped my academic journey. My sincere appreciation also goes to my Head of Department (HOD), my esteemed lecturers, and my dedicated supervisor, whose mentorship, knowledge, and encouragement have played a vital role in my academic and professional growth.

I also acknowledge the management and staff of my department, whose commitment to excellence has provided me with a solid foundation in Mass Communication. My deepest appreciation goes to my siblings, friends, and colleagues, whose constant support, words of encouragement, and assistance whether financial, moral, or spiritual have been invaluable throughout this journey.

To everyone who contributed, directly or indirectly, to the success of this work, I say a big thank you. May Almighty GOD bless you all abundantly and reward you for your kindness.

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CHAPTER ONE

1.1 INTRODUCTION

This programme is introduced by the Federal Government of Nigeria to all the student of higher institutions throughout the country in order to gives them the opportunity to obtain industrial working experience in their respective disciplines. And it has been introduced in 1973.

I was attached to computer and information technology centre, kwara state college of education, which is divided into different units for the four months of my SIWES (Student Industrial Work Experience Schemes) programme.

Furthermore, the student industrial work experience scheme (SIWES) provides an atmosphere for continuity of learning that can update student's understanding on the course of study. SIWES also prepare students for future purposes and also supply the needed experience which will assist the student to maintain their stand in the labor market. SIWES will also assist the students to be more exposed and prepare them for challenge ahead.

1.2 DEFINITION OF SIWES

The student industrial work experience scheme (SIWES) can be referred to as the industrial training or the involvement for science and technology education in order to gain more theories an practical works being offered in the place of attachment, it is the programme designed for student for students in higher institution to acquire practical skills in their respective field of study.

The student industrial work experience scheme (SIWES) enable student to improve on the practical skills and as well as to improve students on the overall development.

1.3 AIMS AND OBJECTIVES

The aims and objective of this programme is to expose student to computer operating system, professional work methods, hardware device and ways of carryout operation in industries and others organizations.

The objectives set out for this report is that, the ideal of student industrial work experience scheme (SIWES) has set a goal for student who really has the focus to achieve in his/her respective field of specialization.

Many higher institutions could not afford adequate number of computer and others things for the practical work, as a result of economic predicament in the country, so the programme give students opportunity to have a full knowledge of practical and application of various devices.

CHAPTER TWO

2.1 HISTORICAL BACKGROUND OF THE ORGANIZATION

AJOF ENGINEERING NIGERIA LIMITED came to being as a better means of solving incessant building collapse problems in several communities on the globe, especially swampy regions as result of poor foundation.

This idea also tends to solve the strenuous methods and try and error method of searching potable water, solid minerals like limestone, gold, iron ore etc. Hence, suitable ways were researched to mitigate the challenges as stated above, this gives rooms for this company existence. Our vision is to build an everlasting empire of reliable geo-engineering world. Our mission is to render impeccable result on all subsoil investigations and proffer obtainable foundations for civil works from all works undertaken with a mind-set of creating a “call again” signal in the minds of our clients using the acronym “REAP AJOF” as a tool which means Remarkable Experience After Patronizing AJOF ENGINEERING NIGERIA LIMITED.

Our services shall involve geotechnical subsoil investigation, geophysical investigation, piling foundation, water borehole and treatment, exploration of earth minerals, structural designs and execution of buildings etc. Our target clients are every individual that have purchased or owned a piece of land and ready for any kind of development such as residential or commercial development, farming, mining etc. on such property. Of course, companies, schools, societies like churches, mosques, government bodies etc that have planned to erect any structure are also our potential clients Our company is a Limited Liability Company (LLC) with three directors but chaired by Engr. Oluwanishola Godwin Ajiboye.

We have chosen this business to be in this form because this is a better platform that guarantees the issuance and handling of all kinds of projects, especially the capital intensive ones like building and construction. The future of this business foretells that at least, 85% of people building in swampy region will search for companies that deals with our work out of which roughly 10% of those potential clients will patronize us because of our swift and quality job delivery, remarkable customer relation and all works carried out at AFFORDABLE PRICES..

CHAPTER THREE

EXPERIENCE GAINED DURING SIWES

3.1 INTRODUCTION TO BUSINESS AND FINANCIAL FUNDAMENTALS

Business and financial fundamentals are the backbone of any successful organization. They encompass financial literacy, budgeting, revenue generation, and financial statement analysis, all of which are essential for effective business operations. During my training at Miox International Company, I was introduced to these core principles and their practical applications in a real-world business setting.

Key Aspects of Business and Financial Fundamentals:

1. **Financial Literacy** – Understanding key financial principles such as cash flow management, profit margins, revenue streams, and financial decision-making.
2. **Budgeting and Planning** – Learning how businesses allocate financial resources efficiently to achieve organizational objectives and ensure sustainability.
3. **Financial Statements** – Analyzing essential financial documents such as income statements, balance sheets, and cash flow statements to evaluate business performance.
4. **Revenue Generation** – Exploring different business models, sales strategies, and investment approaches to maximize profitability and long-term growth.

3.2 SALES, CUSTOMER RELATIONS, AND ACCOUNT MANAGEMENT

Sales and customer relations are critical components of business success. Effective customer relationship management fosters trust, increases client retention, and enhances brand loyalty. During my training, I gained exposure to various sales techniques, customer service

approaches, and account management strategies used to maintain strong business-client relationships.

Key Aspects of Sales and Customer Relations:

1. **Sales Strategies** – Observing how businesses generate leads, execute marketing campaigns, and convert potential customers into actual clients.
2. **Customer Engagement** – Learning how to handle inquiries, complaints, and feedback professionally to enhance customer satisfaction.
3. **Account Management** – Understanding how companies maintain long-term relationships with key clients, ensuring continued business transactions.
4. **Marketing Techniques** – Exploring both traditional and digital marketing strategies such as social media marketing, advertising, and promotional campaigns to boost sales and brand awareness.

3.3 CORE FINANCIAL PRACTICES

Sound financial practices are essential for a company's stability and legal compliance. Businesses must maintain accurate financial records, manage transactions effectively, and implement strategies for financial growth. During my training, I observed the use of financial documentation, account reconciliation, and financial planning techniques.

Core Financial Practices Learned:

1. **Bookkeeping** – Recording daily financial transactions to ensure accuracy and transparency in financial management.

2. **Invoice Preparation** – Generating and managing invoices to facilitate smooth financial transactions between businesses and clients.
3. **Account Reconciliation** – Matching financial records with bank statements to detect discrepancies and ensure accurate financial reporting.
4. **Accounting Software Usage** – Observing the use of financial management tools to process transactions, generate financial reports, and track business performance.

3.4 ORGANIZATIONAL BEHAVIOR AND MANAGEMENT

Organizational behavior and management focus on understanding how individuals and teams interact within a business environment. Effective leadership and management ensure smooth business operations and employee satisfaction. During my training, I studied various management styles and observed how organizational culture impacts productivity and business success.

Core Elements of Organizational Behavior:

1. **Leadership Styles** – Examining different leadership approaches such as democratic, autocratic, and transformational leadership and their effects on employee motivation.
2. **Employee Motivation** – Understanding various incentive structures, such as performance bonuses and career development opportunities, that drive employee productivity.
3. **Workplace Ethics** – Observing how professionalism, integrity, and ethical decision-making influence workplace culture and business reputation.
4. **Teamwork and Collaboration** – Learning how teams work together to achieve business goals and how effective communication fosters productivity.

3.5 STRATEGIC BUSINESS OPERATIONS AND PLANNING

Strategic business operations involve the efficient management of resources and business processes to achieve long-term objectives. At Miox International Company, I observed how businesses develop strategies to optimize workflow, reduce operational costs, and improve overall efficiency.

Key Business Strategies Observed:

1. **Goal Setting** – Learning how businesses set short-term and long-term objectives to drive growth and expansion.
2. **Resource Allocation** – Observing how financial, human, and technological resources are allocated to maximize productivity and efficiency.
3. **Market Competitiveness** – Understanding strategies businesses use to maintain a competitive edge in the industry, such as pricing strategies, product differentiation, and branding.
4. **Workflow Optimization** – Exploring techniques for streamlining business processes to reduce redundancies and enhance efficiency.

3.6 INVESTMENT AND RISK MANAGEMENT

Investment and risk management are essential for business sustainability and growth. Organizations must carefully assess risks before making financial commitments to ensure profitability. During my training, I learned how businesses evaluate market trends, analyze risks, and implement investment strategies.

Investment and Risk Management Practices:

1. **Risk Assessment** – Identifying potential risks such as financial, operational, and market risks before making investment decisions.
2. **Diversification** – Studying how businesses reduce risks by investing in multiple revenue streams rather than relying on a single source of income.
3. **Contingency Planning** – Learning how companies develop backup plans to mitigate potential financial losses and market downturns.
4. **Portfolio Management** – Observing how businesses manage their investments to ensure long-term financial stability and profitability.

3.7 ADVANCED BUSINESS CONCEPTS AND ETHICS

Advanced business concepts ensure corporate responsibility, sustainability, and adherence to industry regulations. Ethical business practices promote transparency, accountability, and fairness in operations. At Miox International Company, I learned about corporate governance, ethical decision-making, and regulatory compliance.

Advanced Business Concepts Explored:

1. **Corporate Governance** – Understanding the roles and responsibilities of business executives in ensuring proper management and oversight.
2. **Business Ethics** – Learning about ethical principles such as fairness, honesty, and corporate transparency that guide business operations.
3. **Corporate Social Responsibility (CSR)** – Observing how businesses contribute to social and environmental causes through initiatives like community development projects and environmental sustainability programs.

4. **Regulatory Compliance** – Studying the legal frameworks businesses must adhere to, including tax regulations, labor laws, and financial reporting standards.

CHAPTER FOUR

CONCLUSION, RECOMMENDATION AND PERSONAL IMPRESSION

4.1 CONCLUSION

At this stage in life, it is essential to recognize that success is not solely determined by one's position or status, but rather by the ability to apply knowledge and initiative to achieve meaningful results. The Students Industrial Work Experience Scheme (SIWES) has provided an invaluable learning opportunity, allowing me to gain practical experience and deepen my theoretical understanding of engineering and business operations.

During my time at AJOF ENGINEERING NIGERIA LIMITED, I was exposed to the real-world operations of the engineering industry, from project management and technical design to procurement and safety compliance. The experience has broadened my knowledge of how engineering projects are executed, particularly in an era where technology and modern methodologies play a crucial role in efficiency and sustainability. My time at the organization has strengthened my technical literacy, enhanced my problem-solving abilities, and given me firsthand exposure to how engineers work under pressure to meet deadlines and deliver quality results.

This experience has been an eye-opener, demonstrating the importance of adaptability, teamwork, and professionalism in the engineering sector. I now have a clearer understanding of the responsibilities of engineers and the ethical considerations that guide the profession. Ultimately, the practical knowledge gained during SIWES will serve as a strong foundation for my future career in engineering and project management.

4.2 RECOMMENDATION

To further enhance the impact of the Students Industrial Work Experience Scheme (SIWES), certain measures should be taken to improve the program's effectiveness and ensure students receive maximum benefits from their training.

First, adequate resources and modern facilities should be provided to trainees to help them develop relevant skills. For instance, access to updated engineering software, technical tools, and safety equipment would enhance the learning experience for students in engineering-related fields.

Second, the implementation of SIWES should be strengthened to ensure that all students are assigned to organizations that align with their field of study. Proper monitoring and supervision should be in place to track students' progress and ensure they are actively engaged in meaningful tasks rather than performing clerical duties.

Additionally, organizations participating in SIWES should provide more structured training programs, where students receive mentorship and hands-on experience in different aspects of the profession. This will help them develop a well-rounded skill set that will be beneficial in their careers.

In conclusion, SIWES is a valuable initiative that has significantly contributed to my academic and professional development. Strengthening the program through improved facilities, better placement opportunities, and enhanced supervision will further empower students to gain practical knowledge and prepare them for the competitive job market.

4.3 PERSONAL IMPRESSIONS ABOUT THE ORGANIZATION

The introduction of SIWES as a core part of students' learning is a commendable initiative that bridges the gap between academic knowledge and real-world application. My experience at AJOF ENGINEERING NIGERIA LIMITED has reinforced the significance of this program in preparing students for the professional environment.

The organization operates in a highly structured manner, with different departments collaborating to ensure the smooth execution of engineering projects. I observed how engineers, project managers, and technical teams work diligently to design, construct, and maintain projects while adhering to safety standards and industry regulations. The work environment was both challenging and inspiring, as I saw firsthand the level of dedication and professionalism required in the engineering sector.

I also appreciate the emphasis on teamwork within the organization. Engineers, procurement officers, safety personnel, and administrative staff work together to meet strict deadlines, ensuring that the company maintains its reputation for quality service delivery. The experience taught me the importance of effective communication, problem-solving, and time management in a professional setting.

Overall, my impression of AJOF ENGINEERING NIGERIA LIMITED is highly positive. The organization provided a conducive learning environment, allowing me to apply theoretical knowledge in practical scenarios. The exposure I gained has reinforced my passion for engineering and project management, and I am grateful for the experience.