

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: BARAKAT

OTHER NAMES: MOTUNBAYO LUKMAN

COURSE OF STUDY: Procurement and supply chain management

MATRICULATION NUMBER: NO 23/PSM/PT 10032

PLACE OF ATTACHMENT: Center Point Suppler market

BANK NAME: UBA ACCT. NO.: SORT CODE:

NAME OF COMPANY/ORGANIZATION: center point suppler market

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

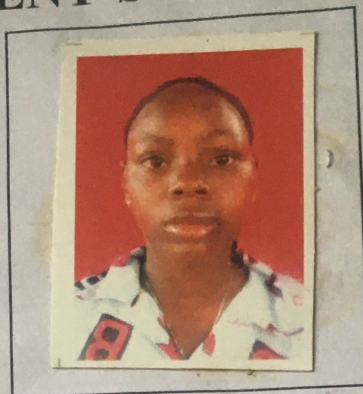
Town and State: center point Iyano Afen Junction
Ganna Kwara State

Ganna Kwara State

TEL/GSM: 08081473467 E-MAIL: BarakatLukman@gmail.com

NAME OF OFFICER IN CHARGE OF SIWES IN THE COMPANY:

STUDENT'S PARTICULAR



NAME OF STUDENT: LUKMAN BARAKAT MOTUN/BAYO
INSTITUTION: IFSMS

MATRICULATION NUMBER: MD123/PSMPT/0032

COURSE OF STUDY: Procurement

DATE OF BIRTH: 5 Oct 12025

CONTACT ADDRESS:

PHONE NUMBER: 08081473467

SIGNATURE OF THE STUDENT: [Signature]

NAME OF THE COMPANY/ESTABLISHMENT AND ADDRESS: center point
1-lano ason ganmo kwara
state

NAME & SIGNATURE OF THE INDUSTRY-BASED SIWES COORDINATOR:

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

(ii)

NAME & SIGNATURE OF THE POLYTECHNIC-BASED INDUSTRIAL COORDINATOR:

POLYTECHNIC STAMP & DATE:

WEEK NO: Week 1

WEEK ENDING: Saturday

(Last working day of the week)

FOR

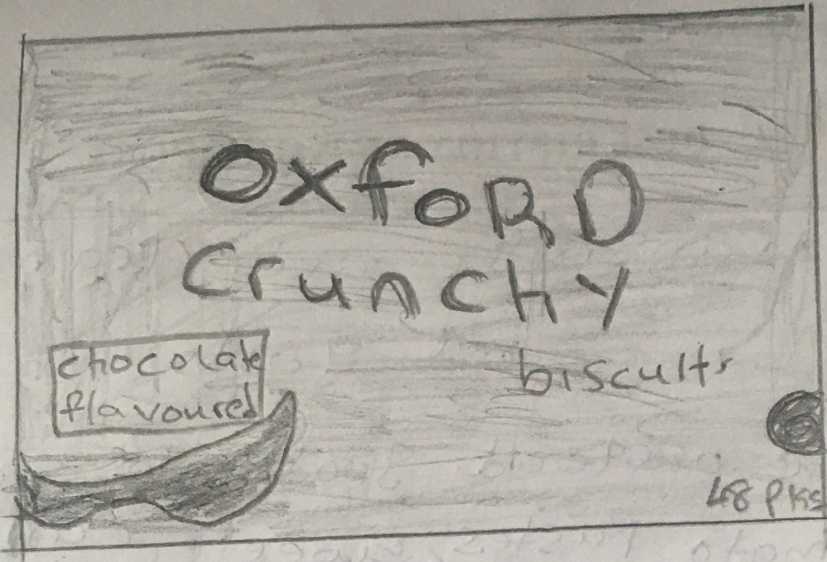
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Arranging of goods to their position in ascending order
TUESDAY	Attending to customers.
WEDNESDAY	we off load goods like bag of semovita and biscuit
THURSDAY	supply vegetable onto customer
FRIDAY	uploading goods on system
SATURDAY	stock taking

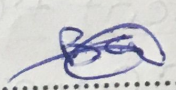
Date: 7/9/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



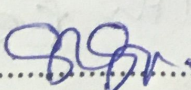
A carton of Oxford biscuit
Diagram

Student's Signature: 

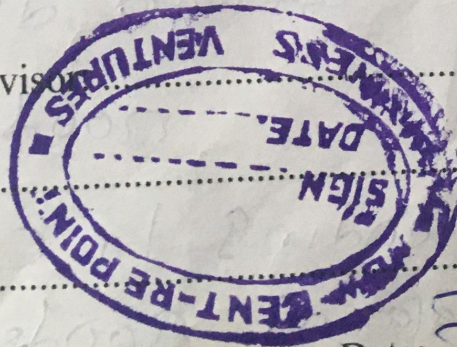
Date: 7/9/2024

Comments by Industrial-Based Supervisor

Name: _____

Signature: 

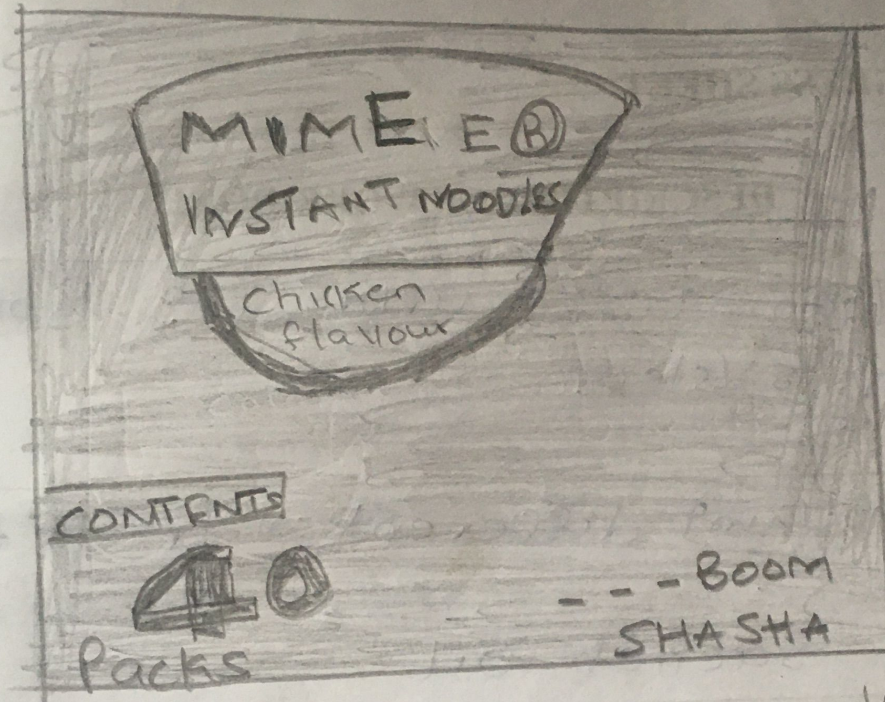
Date: 7/9/2024



Date: 14/9/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



A carton of mimmee noodles diagram

Student's Signature: [Signature]

Date: 14/9/2024

Comments by Industrial-Based Supervisor: _____

Name: _____

Signature: [Signature]

Date: 14/9/2024



WEEK NO: 3

WEEK ENDING: Saturday
(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	cleaning and unloading Goods on system
TUESDAY	stocking different type of Satchet oil
WEDNESDAY	we supplied different type of beverage to customer
THURSDAY	Packing Goods with receipt for Customer
FRIDAY	Stock taking
SATURDAY	offloading different type of bar soaps.

Date: 21/9/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

using receipts to pack goods for customer involve organizing and verifying item to ensure accurate order fulfillment

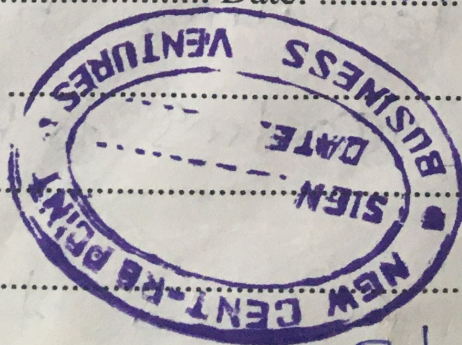
Packaging Process

1. receive Receipt
2. verify order
3. Gather item
4. Pack item
5. check accuracy
6. Add Packaging materials.

Student's Signature: _____

Date: 21/9/2024

Comments by Industrial-Based Supervisor: _____



Name: _____

Signature: _____

Date: 21/9/2024

WEEK NO: 4

WEEK ENDING: Saturday
(Last working day of the week)

FOR THE
(Addition)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	cleaning and working as a cashier
TUESDAY	off loaded goods like Salt, bar soap etc
WEDNESDAY	Stock taking
THURSDAY	off loaded and arranged cartons of different Powder milks
FRIDAY	learning how to Stock goods according to their fragility
SATURDAY	record taking

Date: 28/10/2024

OR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

Stocking goods
Stocking goods according to their
facility involves organizing and
arranging to minimize damage and
breakage.

Student's Signature: _____

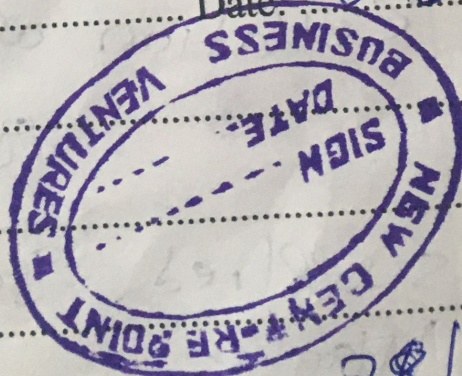
Date: 28/10/2024

Comments by Industrial-Based Supervisor: _____

Name: _____

Signature: _____

Date: 28/10/2024



WEEK NO: ...week... 5

WEEK ENDING: ...Saturday...

(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Arranging different type of diapers according to their size
TUESDAY	Attending to customers and cleaning of bo food e.g Nan my boy
WEDNESDAY	we offloaded drinks like coke big coke, Holandia Youguet and five alive
THURSDAY	attending to customers and work as cashier for some hours.
FRIDAY	Collation of lists of needed goods
SATURDAY	supplied goods to customers Wae Seno-slag and noodles

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Date: 5/10/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

collation of lists refers to the process of combining comparing reconciling multiple lists

collection involves gathering multiple list comparing and matching entries and creating a final, consolidated lists

Student's Signature: [Signature]

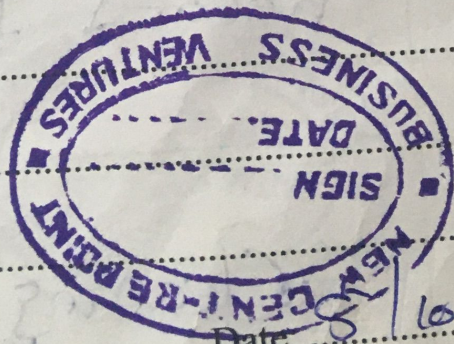
Date: 5/10/2024

Comments by Industrial-Based Supervisor: _____

Name: _____

Signature: [Signature]

Date: 5/10/2024



WEEK NO: WEEK 6

WEEK ENDING:
(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Attending to customers and arranging goods.
TUESDAY	we offloaded different types of drinks
WEDNESDAY	List collection of needed goods.
THURSDAY	we stocked different type of drinks.
FRIDAY	Record taking
SATURDAY	Cleaning and arranging the store

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Date: 12/10/2024

OR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

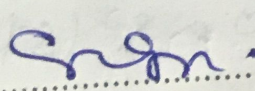
offloading of drinks refers to the process of unloading beverages from delivery vehicle or storage area to a retail store warehouse or other destination

Student's Signature: 

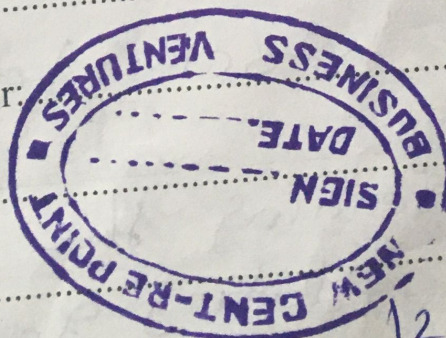
Date: 12/10/2024

Comments by Industrial-Based Supervisor:

Name:

Signature: 

Date: 12/10/2024



WEEK NO: WEEK 7

WEEK ENDING:
(Last working day of the week)

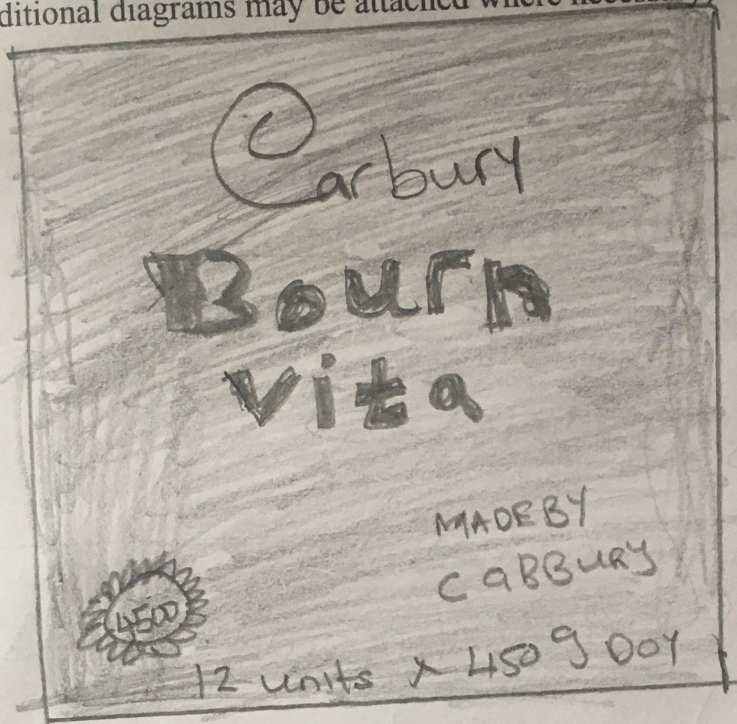
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Arranging goods and attending to customers.
TUESDAY	supplied different types of drinks to customers
WEDNESDAY	offloaded drink and evaporated milk and we offloaded different types of refill beverages
THURSDAY	Arranged goods according to their date and offloaded goods like biscuit, sweet and baby drinks
FRIDAY	Stock taking
SATURDAY	cleaning the surroundings and updating goods on system

Date: 19/10/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



A carton of Bournvita
refill diagram

Student's Signature: [Signature]

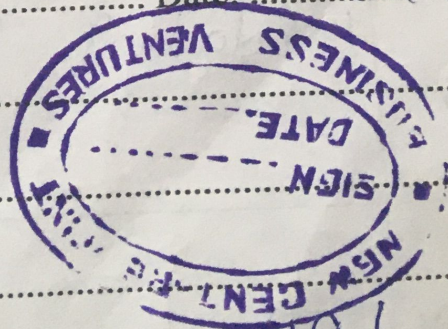
Date: 19/10/2024

Comments by Industrial-Based Supervisor:

Name:

Signature: [Signature]

Date: 19/10/2024



WEEK NO: WEEK 8

WEEK ENDING:
(Last working day of the week)

FOR

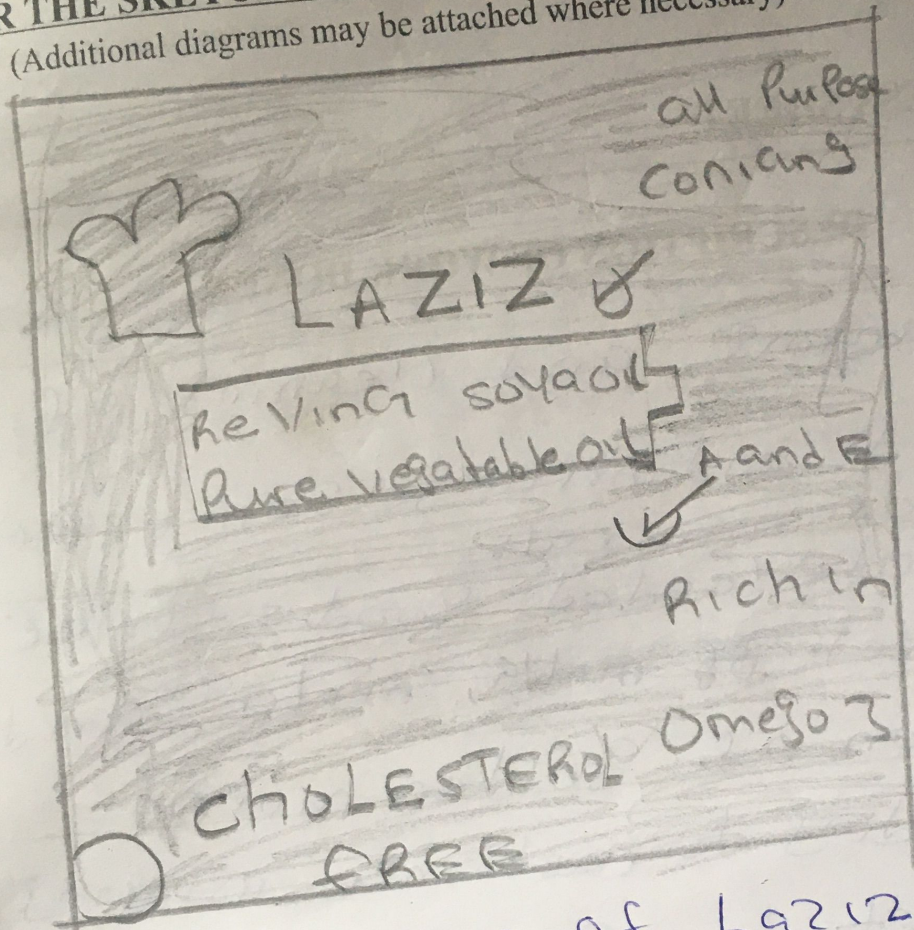
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Attending to customers and arranging of goods.
TUESDAY	we off loaded goods like back of slag, biscuit and vegetable oil
WEDNESDAY	Arranging the store in other to contain more stocks.
THURSDAY	stocking and arranging goods according to their expiring date
FRIDAY	updating goods on system
SATURDAY	Stock taking

Date: 26/10/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



A carton of Laziz oil
Sachet diagram

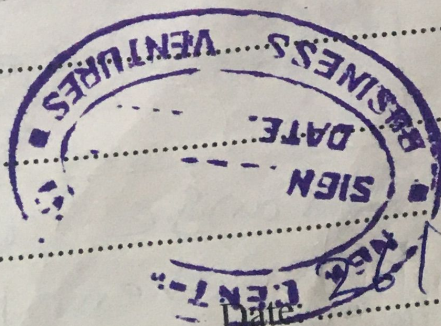
Student's Signature: _____

Date: _____

Comments by Industrial-Based Supervisor: _____

Name: _____

Signature: _____



WEEK NO: WEEK 9WEEK ENDING:
(Last working day of the week)FOR THE
(Add)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Arranging and cleaning of goods and arrange some packets of minerals.
TUESDAY	we off loaded goods like satchet of milk, milo and cotton of Golden moron
WEDNESDAY	Attending to customer using receipt to Pack goods
THURSDAY	checking the store if there is and stocks replacing the buying goods with another one to
FRIDAY	cleaning the store and creating space for goods
SATURDAY	Arrange and placing goods on top of them like average in stock level other not to fall

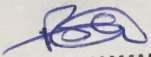
Date: 2/11/2024

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

Stock level

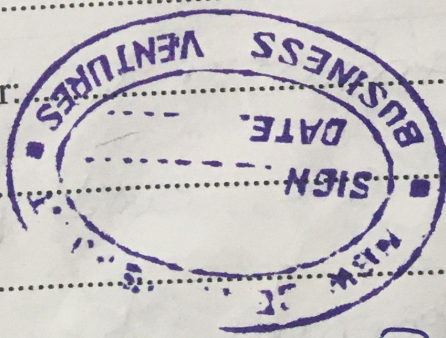
Stock level refers to the quantity of goods or materials held in a store by a business at a particular point of time. It represents the amount of inventory available for sale. It is also known as inventory level.

Student's Signature:



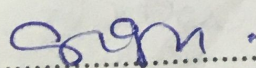
Date: 2/11/2024

Comments by Industrial-Based Supervisor:



Name:

Signature:



Date: 2/11/2024

WEEK NO: WEEK 10

WEEK ENDING:
(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Record taking
TUESDAY	Attending to customers.
WEDNESDAY	cleaning and supplying goods like noodles, spags.
THURSDAY	offloading different types of drinks like 1 liter of cool
FRIDAY	Arranging different types of paste and plankton cheeks.
SATURDAY	learning how to work as cashier.

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Date: 9/11/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

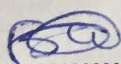
(Additional diagrams may be attached where necessary)

Recording taking

it helps in ensuring accuracy trans-
renders and accountability planning
and evaluation

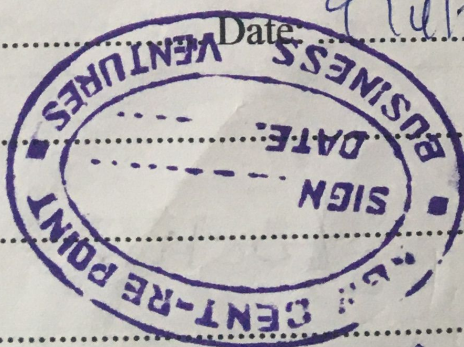
it is also know as record
keeping

Student's Signature: _____



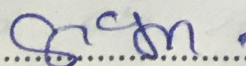
Date: 9/11/2024

Comments by Industrial-Based Supervisor: _____



Name: _____

Signature: _____



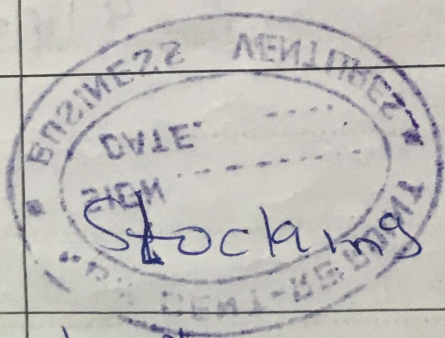
Date: 9/11/2024

WEEK NO: WEEK 11

WEEK ENDING:
(Last working day of the week)

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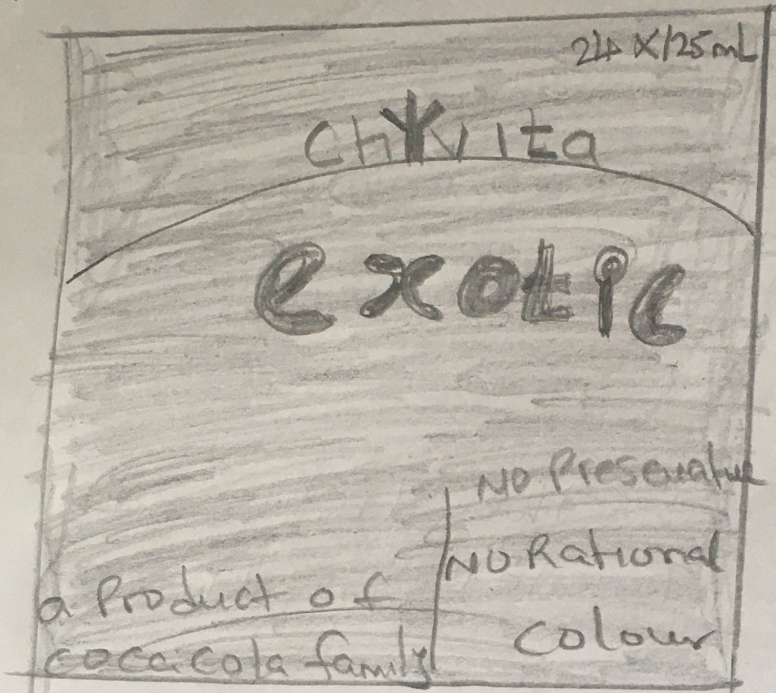
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	cleaning and arranging goods e.g. Peak, Eva tin and three crown tin and chivita exotic
TUESDAY	off loading goods to Customer e.g. Semo, Biscuits and different types of maggi
WEDNESDAY	off loading vegetable oil like mama dor. emperor
THURSDAY	cleaning and attending to customers
FRIDAY	 Stocking taking
SATURDAY	displaying new goods to the shop and Arranging the store in order to contain the good off load

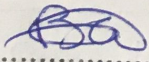
Date: 23/11/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

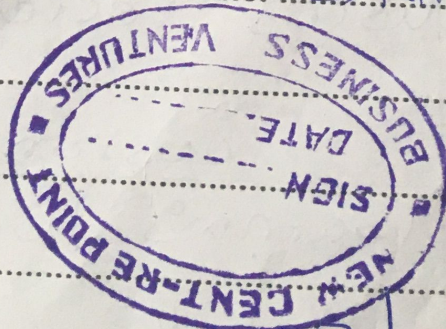
(Additional diagrams may be attached where necessary)



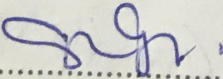
A carton of small exotic
(900) drink diagram

Student's Signature:  Date: 23/11/2024

Comments by Industrial-Based Supervisor: _____



Name: _____

Signature:  Date: 23/11/2024

WEEK NO: WEEK 12

WEEK ENDING: Saturday

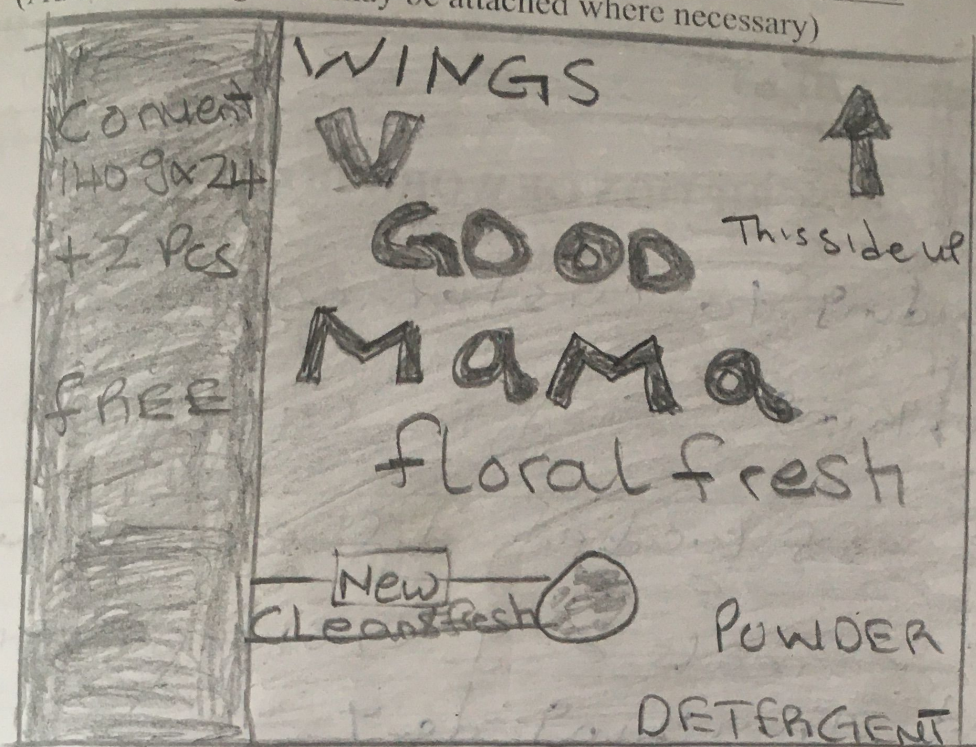
(Last working day of the week)

WEEKLY PROGRESS SHEET

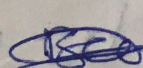
DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Attending to customers.
TUESDAY	Write of the list of stocks needed in the store
WEDNESDAY	Arranging goods according to their date (EXP)
THURSDAY	off loading goods e-g semouita Noodles, Detergent
FRIDAY	using receipt to pack goods for customers
SATURDAY	learning how to update goods on the system (computer)

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

Date: 30/11/2022

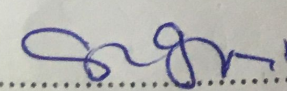


A Carton of Good mama detergent 140g diagram

Student's Signature:  Date: 30/11/2022

Comments by Industrial-Based Supervisor:

Name: _____

Signature:  Date: 30/11/2022



WEEK NO: WEEK 13
WEEK ENDING: Saturday
(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Attending to customers and working as a cashier
TUESDAY	we off loaded different type of cereals e.g Golden Morn and Amazing Day
WEDNESDAY	we supplied cereals to customers
THURSDAY	confirming goods with receipt for customer
FRIDAY	cleaning goods with receipt for customer
SATURDAY	Environment

Date: 7/12/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

Attending to customers involves providing excellent service to meet their needs, resolve issues and ensure a positive experience

Customer services skills

1. Active listening
2. Empathy and understanding
3. Clear communication
- 4) Patience and calmness
- 5) Product knowledge
- 6) Positive attitude
- 7) Time management

Student's Signature:

Date: 7/12/2024

Comments by Industrial-Based Supervisor:

Name:

Signature:

Date: 7/12/2024



WEEK NO: WEEK 14WEEK ENDING: Saturday

(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	cleaning and arranging goods
TUESDAY	Record taking
WEDNESDAY	off loaded different types of detergent
THURSDAY	measured measured goods
FRIDAY	collation of list of needed goods
SATURDAY	we supply different types of beverages to customer

Date: 14/12/2024

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

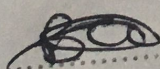
supply goods to customer involves providing product to meet their needs and expectation

types of goods supply

1. Direct supply: Providing goods directly to customers such as retail sales

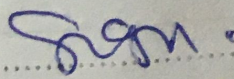
2. Indirect supply: Shipping product directly from the supplier to the customer

3. Drop shipping: Shipping products directly from the supplier to the customer

Student's Signature: 

Comments by Industrial-Based Supervisor:

Name:

Signature: 



Date: 14/12/2024

Date: 14/12/2024