



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: YUSUF

OTHER NAMES: FATIMAH DUWAKEM

COURSE OF STUDY: Procurement and supply chain management

MATRICULATION NUMBER: ND123/p8m/pt/0069

PLACE OF ATTACHMENT: MAYBAT INTERETED COMPANY AGBO-OBA OJATUNTUN

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

NAME OF COMPANY/ORGANIZATION: MAYBAT INTERETED COMPANY

AGBO-OBA OJA-TUNTUN INTERSECTION, ILORIN, KWARA STATE

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

Town and State: AGBO-OBA, OJATUNTUN ILORIN KWARA STATE

TEL/GSM: 09042180883 EMAIL: fatimah.yusu.f3434@gmail.com

NAME OF OFFICER IN CHARGE OF SIWES IN THE COMPANY: Mr. M.O.

Shittu

STUDENT'S PARTICULAR



NAME OF STUDENT: YUSUF FATIMAH Oluwakemi
INSTITUTION: INSTITUTE OF FINANCE & MANAGEMENT STUDIES

MATRICULATION NUMBER: ND123/PSM/PT/0069
COURSE OF STUDY: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT
DATE OF BIRTH: 05 MAY 2005
CONTACT ADDRESS: NO. 9 OKESUNO COMPOUND, ADEWOLE HOUSING ESTABLISHMENT

PHONE NUMBER: 09042190883

SIGNATURE OF THE STUDENT: [Signature]

NAME OF THE COMPANY/ESTABLISHMENT AND ADDRESS: MAYDAT INTERGATED COMPANY (WAMCO), A GBO. OBA/ OJATUNTIUN INTERSECTION, ILORIN, KWARA STATE

NAME & SIGNATURE OF THE INDUSTRY-BASED SIWES COORDINATOR:

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

(i) 09036000460 (ii)

NAME & SIGNATURE OF THE POLYTECHNIC-BASED INDUSTRIAL COORDINATOR:

POLYTECHNIC STAMP & DATE:

WEEK NO: 1st

WEEK ENDING: Saturday

(Last working day of the week)

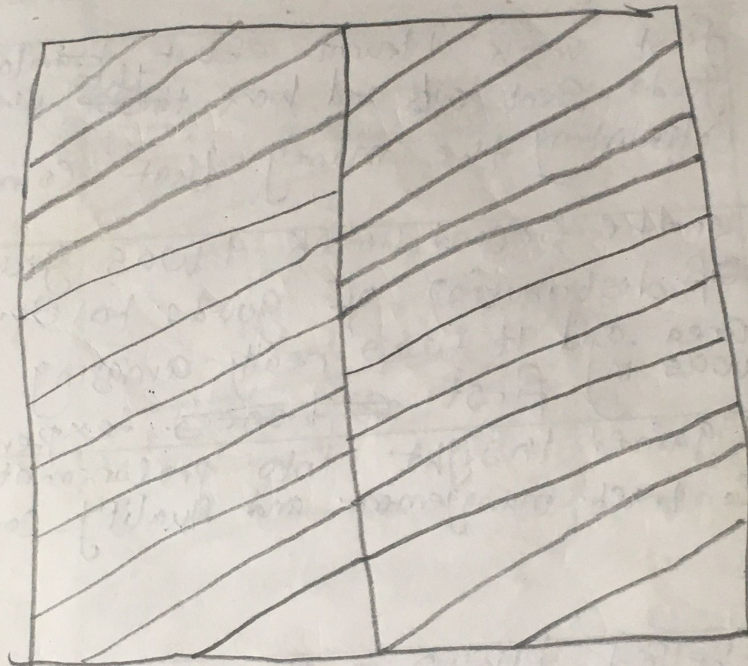
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	<u>Introduction</u> I commenced my "Smales" program at "MAYBAT INTERGRATED COMPANY (NAMBIA) AGRO-069/094 tun tun Intersection, ILORIN, KWARA STATE. The organization engage in distributing milk e.g. Three Crown, Peak milk.
TUESDAY	<u>Objectives</u> My objectives for the program are to gain practical experience in distributing in logistic and transportation and understand the industry's operations.
WEDNESDAY	I was assigned to the distributing department under the supervision of
THURSDAY	I attended induction sessions familiarized myself with the company policies, and began assisting in conducting quality control and inspections.
FRIDAY	<u>Challenges and solutions:</u> Initial difficulty understanding company procedures was addressed through guidance from colleagues.
SATURDAY	<u>Learning</u> I continues learning about departmental operations, take on additional responsibility.

Date:

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



RECORD BOOK

Student's Signature: Date:

Comments by Industrial-Based Supervisor: *Well - behaved and*

Composed
Name: *Mr. [Signature]*

Signature: *[Signature]* Date:

WEEK NO: 2nd
 WEEK ENDING: Saturday
 (Last working day of the week)

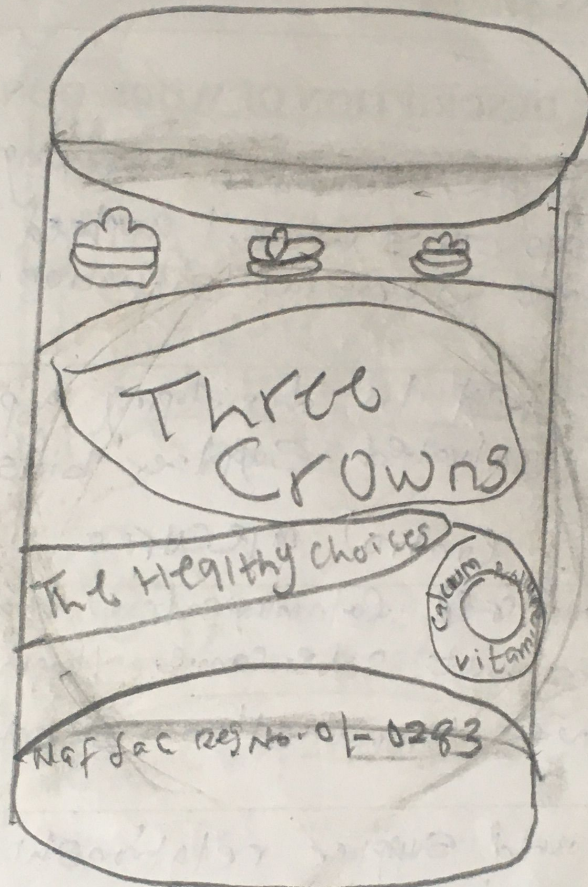
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	First week I learnt about balancing the goods sent out and here these ^{this} week we are calculating the money that comes in.
TUESDAY	On the second week I was given a task of distributing of goods to some nearby area and it was really amazing cause it was my first experiences experience.
WEDNESDAY	I gained insight into procurement regulations, contract management and quality control management.
THURSDAY	I helped develop a Procurement checklist, reducing processing time by 20%.
FRIDAY	I encountered difficult understanding technical specification but sought clarification from colleagues.
SATURDAY	This week reinforced the importance of attention to detail and effective communication in procurement.

Date:.....

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



Three Crown milk

Student's Signature: Date:

Comments by Industrial-Based Supervisor:

and an Assistant
Very intelligent

Name:
Mr. M. C. S. S. S.

Signature: Date:

WEEK NO: 3rd
 WEEK ENDING: Saturday
 (Last working day of the week)

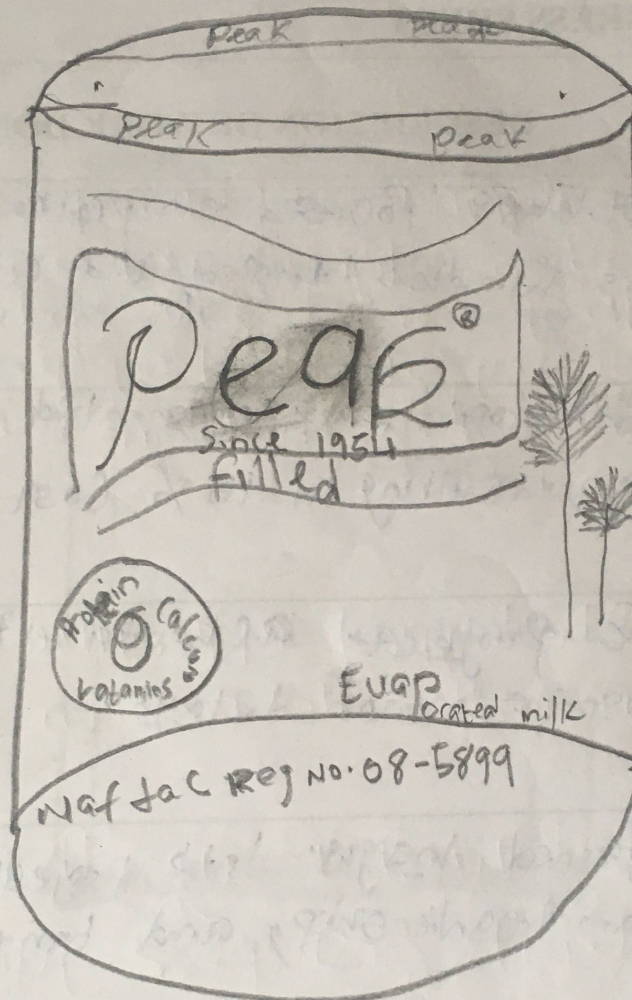
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Last week, I focused on observing Procurement Processes. This week, I applied theoretical knowledge to practical situation.
TUESDAY	I assisted in developing a procurement plan, evaluated Supplier bids, and implemented Quality Control measures.
WEDNESDAY	I encountered communication barriers with Suppliers but overcame them through effective communication strategies.
THURSDAY	I improved supplier relationship, identified cost-saving opportunities and enhanced Quality Control measures.
FRIDAY	I gained insight into time management, problem-solving and team collaboration.
SATURDAY	This week reinforced the importance of practical experience in Procurement.

Date:

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



Student's Signature: Date:

Comments by Industrial-Based Supervisor: *Sho Sedent and*

Name: *Mr. J. H. - O. Shetty*

Signature: Date:

WEEK NO: 4th

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

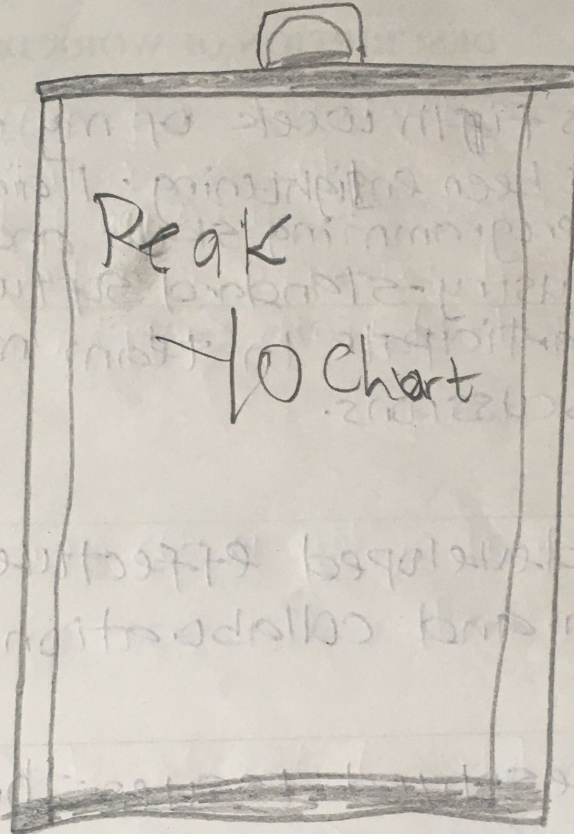
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	Last week I focused on practical applications. This week, I implemented a project.
TUESDAY	I developed and implemented a procurement plan, resulting in 15% cost savings.
WEDNESDAY	The project achieved its objectives despite minor delays.
THURSDAY	I gained insight into project management, team leadership, and time management.
FRIDAY	I recommended process enhancements and cost-saving strategies.
SATURDAY	This week reinforced the importance of procurement.

Date:

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



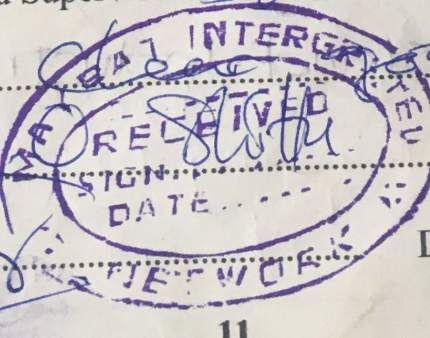
Student's Signature: Date:

Comments by Industrial-Based Supervisor: *She is focused*

and has goals

Name: *M. J. M.*
Sto

Signature: *[Signature]* Date:



WEEK NO:

WEEK ENDING:

5th
Saturday
(Last working day of the week)

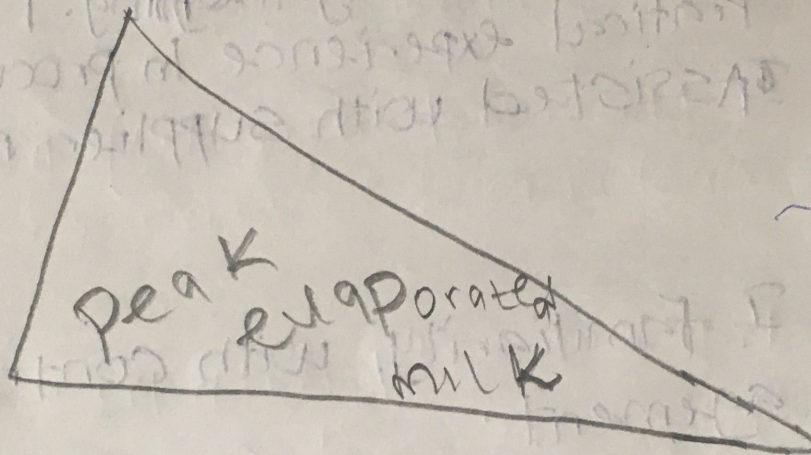
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	This fifth week of my SIVUES program has been enlightening. I aimed to enhance my programming skills and understand industry-standard software development.
TUESDAY	I participate in team meeting and discussions.
WEDNESDAY	I developed effective communication and collaboration skills.
THURSDAY	I resolved issues through online tutorials and peer guidance.
FRIDAY	This week has been invaluable. I've refined my technical skills and better understand industry dynamics.
SATURDAY	

Date:

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



Student's Signature: Date:

Comments by Industrial-Based Supervisor:

Name:

Signature:

Date:

WEEK NO:

6th

WEEK ENDING:

Saturday

(Last working day of the week)

WEEKLY PROGRESS SHEET

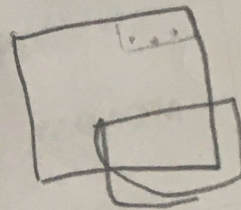
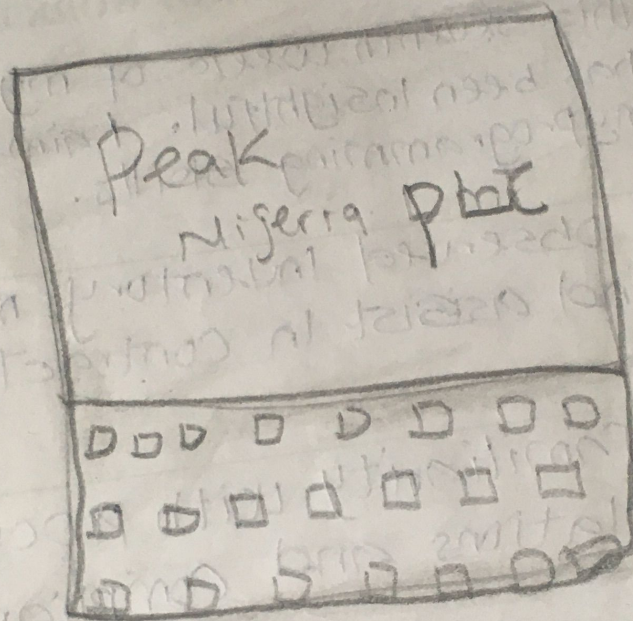
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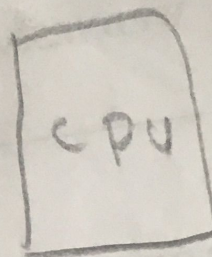
DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	This sixth week of my SIWES program in the procurement department has been enlightening. I aimed to gain practical experience in procurement processes.
TUESDAY	Assisted with supplier negotiations.
WEDNESDAY	I familiarized myself with contract management.
THURSDAY	I resolved issues through effective communication.
FRIDAY	I received guidance from senior procurement officer.
SATURDAY	This SIWES program has broadened my understanding of procurement principles. I've gained practical experience and industry insights.

Date:

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



Printer



Set of Computer for Inputting
data and Sales for recording

Student's Signature:

Date:

Comments by Industrial-Based Supervisor:

Intellectual
IN SHE'S WORK
Sketch
Name:

Signature:

Date:

WEEK NO:

WEEK ENDING:

(Last working day of the week)

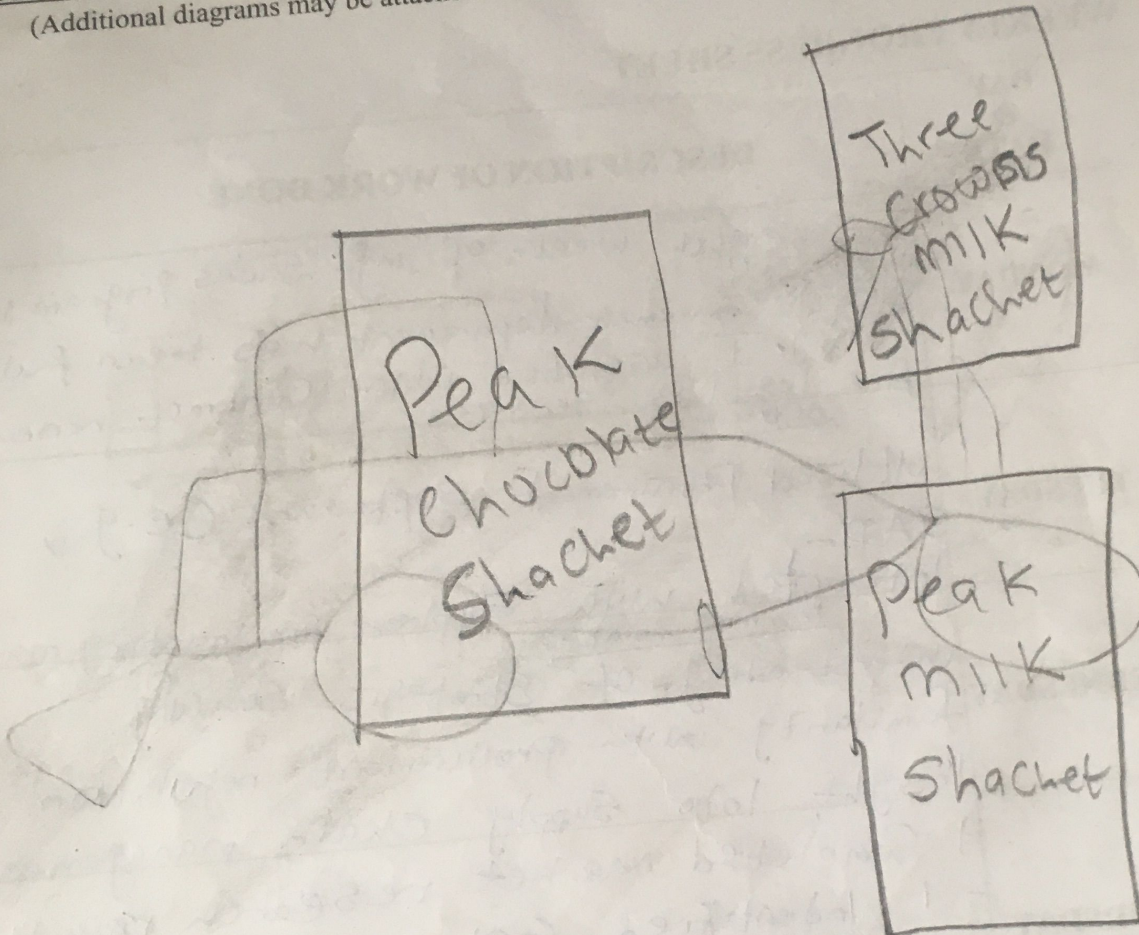
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	This seventh week of my SIWES program has been insightful. I aimed to refine my programming skills.
TUESDAY	I observed inventory management and assist in contract renewal.
WEDNESDAY	I familiarized with procurement regulations and compliance.
THURSDAY	I conduct market research.
FRIDAY	I outline adjustments for the remaining period.
SATURDAY	I big discuss interactions with procurement team members

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Date:

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

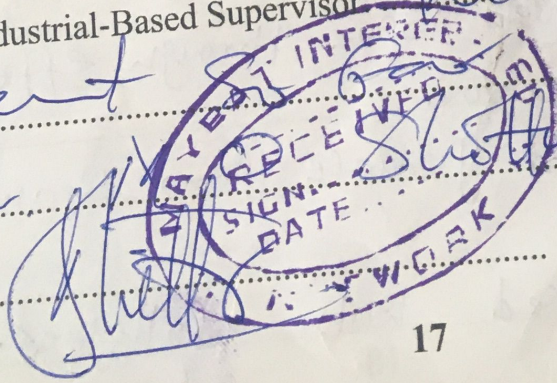


Student's Signature: Date:

Comments by Industrial-Based Supervisor: Well-trained

Name: Student

Signature: Date:



WEEK NO: 5th
WEEK ENDING: Saturday
(Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	This eighth week of my GSWES Program in the Procurement Department has been full-filling. I assisted with Contract renewal for logistics services.
TUESDAY	Utilized Procurement Software (e.g., SAP - <u>Activities</u>) Interacted with Suppliers for Inventory management.
WEDNESDAY	<u>Learning Point</u> Understanding of Strategic Sourcing. Familiarity with Procurement regulation Insight into Supply chain management
THURSDAY	- Completed Market research report - Identified Cost-Saving opportunities. - I learn the Importance of data analysis
FRIDAY	- I encouraged delay in Supplier delivery - I resolved issue through effective communication
SATURDAY	I received guidance from Senior Procurement officers <u>Not Worked</u>

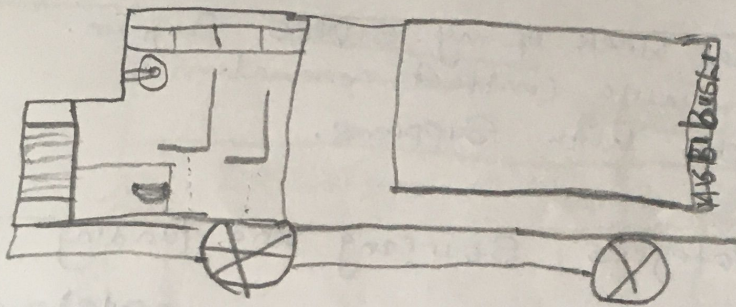
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Date:

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



Delivery Vehicle

Student's Signature: Date:

Comments by Industrial-Based Supervisor: Good Schaved

Student Signature: Mr. Shuter

Name:

Signature: Date:

WEEK NO:

9th

WEEK ENDING:

Friday

(Last working day of the week)

FOR THE

(Additi

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY	This final week of my SIXLES Program. I assist with Contract renewal - Interact with Suppliers.
TUESDAY	I strategies Sourcing and funding I abide with Procurement regulations and
WEDNESDAY	I Complete market research reports I Identified Cost-Saving Opportunities.
THURSDAY	I outline adjustment for the remaining Period in Procurement department.
FRIDAY	My SIXLES Program broadened my Understanding.
SATURDAY	

Date:

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

MAYBAT INTEGRATED COMPANY						
Agbo-oba Agbo-oba Jigjigun Intersection Nnamdi Kwasibara						
Name:		Date: <table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table>		Day	Month	Year
Day	Month	Year				
Address:						
Qty	Description of goods	Rate	Amount			
Amount in words:		Total				
Naira		Kobo				
Customer's sign:		Manager's sign:				

ReCepts

Student's Signature: Date:

Comments by Industrial-Based Supervisor: *Well-behaved*

Name: *Frankie Student*

Signature: *[Signature]* Date: