



A Vehicle for Peace and Development

AMOUD UNIVERSITY
BORAMA SOMALILAND
Faculty of Computing and ICT

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STUDENT'S ATTACHMENT LOG-BOOK



Bachelor of Business and Information technology

Name: siciid axmed maxamed

ID: 4233

Faculty; business information technology

Email : siciidahmed200@gmail.com

Tell: 0634558286/090656848

Company name: alfadlin general trading company

Address : alfadlibos@gmail.com



Duration: 6 Weeks

Introduction

This book is to assist the student to keep record of the training. It will show the departments and sections in which the student has worked and the periods of time spent in each.

Instruction To The Student

The attachment program is considered as one examinable unit that the students are supposed to undertake. The whole exercise is marked out of 100 marks.

i.e. The Industry supervisor's assessment constitutes 30 marks, University supervisor's assessment constitutes 30 marks, Industrial attachment report 30 marks and Log Book Presentation 10 marks.

Notice of Resumption of Attachment

The student is supposed to notify the Attachment coordinator by filling in a form provided, regarding the details where he/she is attached. This should be communicated to the above within the first week of getting the attachment.

Daily Report

The daily work carried out during the period of training is to be recorded clearly with sketches and diagrams where applicable.

Weekly Summary Report

This is a summary of the work done in a week and should cover a report of work covered. Students are required to present the logbook weekly to the industry-based supervisor for assessment of content and progress. The supervisor can use any page for his/her comments where necessary.

Change of Attachment

A student is expected to start and finish his/her attachment in one establishment. If it becomes absolutely necessary that he/she must change his/her place of attachment, the student should first secure permission in writing from the university.

His/her application for change of place of attachment should indicate the name and address (not just post office box) of the company or industry to which he/she wishes to transfer. Any attachment not properly authorized will be cancelled.

Attachment Log Book

The logbook will be filled by the student at the end of every working day and should comprehensively indicate the tasks done and the skills learnt in that particular day. The logbook should be kept at the work place and **MUST NOT** be carried home.



University Supervisor's Visit

The university supervisor will check the logbook when he/she visits the students to ensure that proper training is being received, and record his/her comment on the paper provided for that purpose, towards the end of the book.

Industry Based Supervisor

The industry-based supervisor(s) will make comments on a weekly basis on the sheet of paper provided. This is to ensure that if the student is to rotate to several departments and units each unit supervisor will comment on the student performance.

Industry Based Supervisor's Evaluation

Towards the end of the attachment program, the industry-based supervisor will undertake an overall assessment as per the form that shall be provided. These should be filled in confidence and sent to the university in a sealed envelope.

Report Writing

In addition to the daily and weekly record, the student should submit a report of the work done during the attachment. E.g. full coverage of the attachment, problems encountered e.t.c. Suggest improvements to make the program worthwhile.

The report should contain a background and a summary of activities of the organization or institution, where the student was attached. The student is expected to point out weak and strong points of the attachment. The report should be comprehensive and covering key issues learnt in the organization. **It should be typed.**

Report Submission

The logbook and report must be submitted to the attachment coordinator at the end of the attachment.

Attach the letter from the employment that granted you the attachment vacancy indicating when the attachment started and when it will end. The Log-Book should be well bound.



STUDENT’S PARTICULARS

Siciid axmed maxamed xirsi
Name of student.....
(Surname first)

4233
Registration No. of the student.....

ICT derpatment busniess information technology
Faculty.....

Inntership
Course of Study.....

2014/2015
Stage/Year of study.....

Alfadli generall trading compnay
Name and address of company/establishment attached.....

alfadlibos@gmail.com
.....
.....

Faysal siciid warsame
Name of Industry based supervisor.....

Manager of compnay
Designation.....

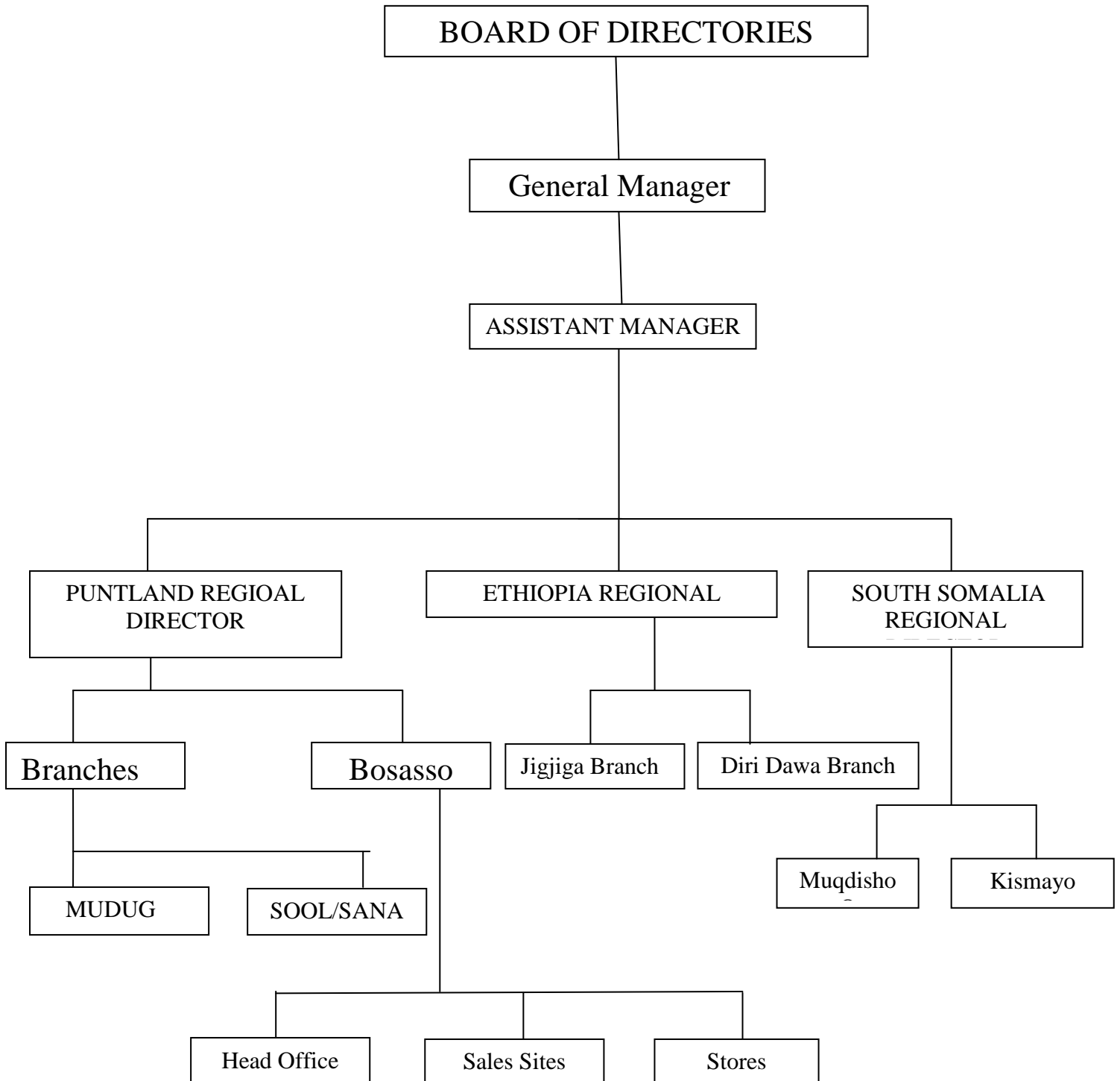
05828180 **0907797812**
Telephone contact..... Mobile.....

07/2/2015
Duration **From:**

07/3/2015
To:



Draw the organization Chart of the institution or organization you are attached to.





12/2/2015

Student's Weekly Progress Chart (Week Ending :.....)

Day	Description of Work Done	New Skills Learnt
Sat. 07-02-2015	The first day of my internship training I visited Alfadli general trading company that I began in my first training the department of sales	The new skill I learned is how to write the invoice papers for the company.
Sun. 08-02-2015	I tried to memorize all equipment that the company it sells in order to sell for the next day of my internship training.	The new skill that I learned is how to cut the woods for the different price in one woods.
Mon. 09-02-2015	The third day of my training when I memorized all facilities that we sell then I sell it for different people that comes from the different region in Puntland state of Somalia	The new skills that I learned is how to contact as hospitable ways in our customers.
Tue. 10-02-2015	I wrote the bills of the customer in to invoices that they take for their equipment then I checked book of invoice if it was missing for some facilities	The new skill that I learned is how to make the error correction of the invoices.
Wed. 11-02-2015	I wrote the invoices that the customer will take the credit for the entire week then I transferred the cashier personnel in order to add their credit accounts	The new skills that I learned is how to make the apologize in our customers if it happened for mistakes.
Thu 12-02-2015	I counted the new facilities that come from the port of Bosaaso then I transferred for their numbers for the store keeper of the company in order to confirm it.	The new skill that I learned is how to make checking for store equipment for entire company.



Trainee's Weekly Report

(Please produce a chart for each week of attachment)

This is my first week of my internship I visited the company fadli general training company

And it section and I was showed the responsibility of each employee

In internship is become much challenged that is worked in sales department apart from

This section it work to distribute all item that the company will sales now while other department

Collaborated in order to achieve the desired objective of the business

The name of the company is alfadli generally trading company the company is the one of the highest

Company in putland region that works to import the building facilities and pipeline water

Of the county

So it participate the internship the rebuilding of the and modernization of the primitive contraction

I hope to be continuous of may internship for next week

As generously in order to going a lot of experience related for this company

After that I have done previous work that I took its training and other owner

At the rest of the week I and my trainers were working together in order to know

How my working was and to correct my mistake during work



Weekly Industry/Departmental/Unit Supervisor's Comments

mr siciid it give me great pleasure and a district senses of appreciation to be placed in position

He was a very patience guy that contribute his own

Experience this department of sales as a good attitudes and behaviors in our company

When I evaluate his experience and attendance of work he is very well talented in his work

That he work us

so that he is a very friendly man that comes his work as a partiality way in order to increase

His work experience thanks the Amoud University that sand us a good and knowledgeable

Student that help us of experience

Faysal siciid warsame

Name of the supervisor.....

Manager

Department/unit.....

12/2/2015

Date.....



19/02/2015

Student's Weekly Progress Chart (Week Ending:.....)

Day	Description of Work Done	New Skills Learnt
Sat. 14-02-2015	I training the quick books software that the company works for their business so that I make a lot of training for that days in order to work for the next week	The new skills that I learned is how work the quick books software as business company.
Sun. 15-02-2015	The next day I understand the quick books software and work as independently for that day so it very interested for these days	The new skill that I learned is how to search the customers list if it needed.
Mon. 16-02-2015	I checked the invoice numbers that enters the quick book in order to enter without errors that contain all sales of today invoices.	The new skills that I learned is how print the report of yesterday's sales in to the manager of the company.
Tue. 17-02-2015	I counted the all invoice that we sell for this week in order to know the number of book that we finishing Before we take the new one	The new skill that I learned is how to make the inspection of the invoice if write or wrong.
Wed. 18-02-2015	I prepared the papers that comes from the outside of Region that comes from the dubai in order to know the New facilities that will come the following days in the bosaaso port.	The new skill that I learned is how to make the new sales order in to the dubai.
Thu 19-02-2015	I prepared the new sales order of the company that I check the store of the company if it finish or not Then I transferred for the sales personnel in order to confirm it.	The new skill that I learned is how to transferred the quick books in to the Microsoft excel as report.



Trainee's Weekly Report

(Please produce a chart for each week of attachment)

This is next week of internship was a very well time in my experience that I find of a good

Time and adaptability of the environment in order increase in my work experience

So this week I work the department of data entry

That work to enter the database the name in quick book so that I am very proud

That to work this department because it related for I t and business

This week was a very well experience in order to work us the continuous of the work place for next week

At the rest of the week I and my trainer were working together in order to know

How my working was and to correct my mistake during work for next work



Weekly Industry/Departmental/Unit Supervisor's Comments

His next week of this department he work the data entry of our company that work in advanced database in

Order to increase the transperence of the work place that

Restrict of the accountability and responsibility in our employee so he was a good adaptable ways

In this section because he has the background of business

And IT to work our company we are very pleasure to his work and good

Attitude of the company

And here us grealfull and pleasure for me to recommend most mrs siciid axmed maxamed from amoud

University student, the period

He was staying with us he really attending a regular with us activities also

He gave us a new idea about Business IT that he learned the Amoud University as a Metter

Fact he learn SQL and multimedia and the explain the area

Faysal siciid warsame

Name of the supervisor.....

Manager

Department/unit.....

19/2/2015

Date.....

26/2/2015



Student's Weekly Progress Chart (Week Ending:.....)

Day	Description of Work Done	New Skills Learnt
Sat. 21-02-2015	I counted the number of cashed that comes from the customer that I insured the invoices that the sales department wrote.	The new skill that I learned is how to make the exchange of the different currency in to one currency.
Sun. 22-02-2015	I collaborated the cashier personnel to count all income cashes of today that we transfer the accountant of the company.	The new skill that I learned is how inspection the fraud if happened or missing the some cashes.
Mon. 23-02-2015	I checked the invoices of sales that everybody will paid the bills in the cashier personnel in order to pay out the customers.	The new skill that I learned is how to make invoice checking
Tue. 24-02-2015	I take the cash books that contains different equipment in order to take the prices system each of them	The new skills that I learned is how to transferred the cashier cashes in to the manager of the company
Wed. 25-02-2015	I training the cashes that transferred for the manager in order to send to dubai that will comes the new facilities In order to purchase new one.	The new skills that I learned is how to process the cashes that send to dubai in to the Somali expresses.
Thu 26-02-2015	I keep me to make any financial error statement in to the cashier department so it was very protectable ways of the software.	The new skills that I learned is how to know if it error saving for sales deparments.

Trainee's Weekly Report



(Please produce a chart for each week of attachment)

in this week is the third week of my internship that I work the cashier of company

so that this a department is one of the most important issues of the company

That work only one employee of the in order to insure the number of items that we sales

After sales ordering of sales department

The customer are coming the cashier that they well paid the money of their facilitates

so that I am very proud to work for this

Department because it related for business calculation

That the part of my knowledge.



Weekly Industry/Departmental/Unit Supervisor's Comments

This is week he worked the department of cashier that collected in the our finance and the parts

And our business organization so, he works to take money paid one expenses that restricts

For first line or branch in bosaaso putland according his professional skill of this department

Is very well know the basic calculation in our money that he classified all revenues and expenses

Of to days works

So that he can work as independently as and student that collected a lot of experience of his work

When I evaluated his communication skill he was a very friendly man

That can understand his colleagues of the during the work place.

He has been working effectively for this work and he has done difference works

He participated the calculation of money of company

Faysal siciid warsame

Name of the supervisor.....

Manager

Department/unit.....

26/2/2015

Date.....

7/3/2015



Student's Weekly Progress Chart (Week Ending :.....)

Day	Description of Work Done	New Skills Learnt
Sat. 28-02-2015	I come the sales department in order to observe the store keeper that he count all inventory in order to check the list order that transferred in to dubai.	The new skill that I learned is how to solve if it exist the any faults.
Sun. 01-03-2015	I go to the port of bosaso that we take the new inventory that comes from the other rest of the world in order to confirm that one.	The new skill that I learned is how to manage the port inventory to the store.
Mon. 02-03-2015	I prepared the to enter the data base in the new inventory that comes from the dubai the we assigned the new prices that will sale.	The new skills that I learned is how make assigned prices in different inventories.
Tue. 03-03-2015	I remove the database for the previous customer that we stooped to take new credits.	The new skill that I learned is how to classified the customer in to the database.
Wed. 04-03-2015	I informed the cashier to keep it the income cashes in to the new comer in order to increase the transparence system.	The new skill that I learned is how to make cash in to the expenses.
Thu 05-03-2015	I work to format the computer of the cashier personnel that I prepared all requirements of it.	The new skills that I learned is how to make the expenses of the new one.



(Please produce a chart for each week of attachment)

It my last week of my internship program that I completed the main braches

of alfadli generall traing company in bosaso putland

After a short time of internship training in putland region

It was a very interested training that I gained a lot of experience related for the real life business

So that last week I worked as a generally that I divided into the previous

Department of sales data entry section and cashier of the company

So that I would like to thanks all my colleagues that

That we collaborated in the last four weeks my dear supervisor name faysal siciid warsame

That loaded me to accomplish n this work.



Weekly Industry/Departmental/Unit Supervisor's Comments

After four weeks in his internship that he works in our organization in putland region

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Talented and patience person that work

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When I evaluated his creatively and initiative that he finished of the work

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So that we want to thanks the Amoud University that sent as for this wonderful

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Student and the faculty of business and information technology in Amoud University

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Thanks all of them the collaboration.

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Of the between us and the faculty of ICT department of business information technology

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We are very pleasure to find out like this student that can work the business and IT

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Together secondly thanks mr siciid axmed maxmaed and all amoud university

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Administration especially in the dean of the faculty of ICT eng edwing

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Faysal siciid warsame

Name of the supervisor.....

Manager

Department/unit.....

5/3/2015

Date.....

7 /3/2015



Student's Weekly Progress Chart (Week Ending :.....)

Day	Description of Work Done	New Skills Learnt
Sat. 07-03-2015	I work to see all sales ordered in order to make all sales of the new inventory to transfer all in to the one.	The new skills that I learned that is how to know if it happened for misunderstanding of vendor.
Sun.		
Mon.		
Tue.		
Wed.		
Thu		



Weekly Industry/Departmental/Unit Supervisor's Comments

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Name of the supervisor.....

Department/unit.....

Date.....

Student's Weekly Progress Chart (Week Ending :.....)



Day	Description of Work Done	New Skills Learnt
Sat.		
Sun.		
Mon.		
Tue.		
Wed.		
Thu		



(Please produce a chart for each week of attachment)

A series of 21 horizontal dotted lines spanning the width of the page, intended for drawing a chart.



Weekly Industry/Departmental/Unit Supervisor's Comments

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Faysal sisiid warsame
Name of the supervisor.....

manager
Department/unit.....

07/3/2015
Date.....



For Use By The Visiting University Supervisor Only

General comments on visiting the student.

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Name of supervisor.....

Nature of Supervision.....

Date.....