STUDENT’S ATTACHMENT LOG-BOOK

Bachelor of Business and Information Technology

Name: Abdirahman Hassan Jeh  
ID: 3495  
Email: mr.abdirahmanjeh@gmail.com  
Organization: Rays Hotel
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

Abdirahman Hassan Jeh
Name of student: .................................................................................................................................................................
(Surname first)

3495
Registration No. of the student: ..............................................................................................................................................

ICT Department of: Business and Information Technology
Faculty: ...................................................................................................................................................................................

Internship
Course of Study: .................................................................................................................................................................

2014/2015 Academic Calendar
Stage/Year of study: ..............................................................................................................................................................

Rays Hotel
Name and address of company/establishment attached: ...........................................................................................................
Email: Service@rayshotel.com

Telephone: 614753 .................................................................................................................................................................

Mohamed Ahmed Muhumed
Name of Industry based supervisor: ..........................................................................................................................................

General Accountant
Designation: ...........................................................................................................................................................................

614753 063-4505555
Telephone contact: Mobile: ........................................................................................................................................................

01-February-2015
Duration From: ........................................................................................................................................................................

13-March-2015
To: .......................................................................................................................................................................................
Draw the organization Chart of the institution or organization you are attached to.
<table>
<thead>
<tr>
<th>Day</th>
<th>Description of Work Done</th>
<th>New Skills Learnt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat.</td>
<td>It was a free day because of in my internship program not Planned to begin for that day, it planned to start in first February 2015, so that I go to the organization in order to Observe the place that I will began in my internship to tomorrow inshaa Allah.</td>
<td>Just it’s the part of the skill that I analyzed the way i go to tomorrow without fear to protect the surprised behavior that can happen.</td>
</tr>
<tr>
<td>31-jan-2015</td>
<td>I registered the new arrival that I leaded him to his room And then I prepared the entry book of daily activities in Order to recognize the new arrivals are coming.</td>
<td>The new skill that I gained is how to make the amazing hospitality of new customers.</td>
</tr>
<tr>
<td>Sun.</td>
<td>I prepared the reports that transferred in to the finance Department in order to confirm the number of rooms are Slept.</td>
<td>The new skill that I learned is how to manage the customers complains and solve it.</td>
</tr>
<tr>
<td>01-feb-2015</td>
<td>I handled to write the new registered of yesterday’s reports to transfer the today’s forms in order to add new the new customers of that registered of today.</td>
<td>I studied how to answer the local telephone operator of other department and the customer rooms.</td>
</tr>
<tr>
<td>Mon.</td>
<td>I receipted the invoices that the customer consumed of the restaurant in order to add their expenses when they Want to pay or departure.</td>
<td>I learned how to answer if somebody requested the new reservation as telephone or email.</td>
</tr>
<tr>
<td>02-feb-2015</td>
<td>The new skill that I learned is how to inform the technical problems in to technician departments.</td>
<td></td>
</tr>
</tbody>
</table>
The first week of my internship program was a fascinated week that I handled the different issues of my duties that includes the overview organization or business departments and the confirmation of leaders and employee names especially in reception department.

Also is a week that has its own challenges but every challenge that faced me to solve my experience before and the knowledge that I gained for the last three years in Amoud University.

So that the first of my internship training began in the reception department that he was assigned me to begin of my internship supervisor Mr. Mohamed Ahmed Muhumed.

When I go there after self-introduced the head of that department explained me the general overviews of reception, ways of working and the different buildings that it components and contained.

After that day I trained to registered a new arrivals and removed the departure that already there of the daily book.

However I worked independently and I hope to boost my skills.
Weekly Industry/Departmental/Unit Supervisor’s Comments

After one week when I analyze his work he becomes the one who attending his work every day without fault mashaa Allah so that we are very exciting to his job because because he facilitated the daily activities of reception department and he helps in our employee to do with another job while he was handling for the normal work in our hotel especially in reception department.

According to his understanding of the work place is very quickly and simple adapt the way we trained for the first day also his punctuality was very high because of he come early of his work before the time we informed him.

So we want to thank for his responsibility that he accomplished like in our employee.

A/salaan Arab Ahmed
Name of the supervisor
<table>
<thead>
<tr>
<th>Day</th>
<th>Description of Work Done</th>
<th>New Skills Learnt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat.</td>
<td>I checked the overview of the invoice that they wrote of the customers and the bill of</td>
<td>New skill that I learned is how to confirm the waiters invoices either right or</td>
</tr>
<tr>
<td>07-feb-2015</td>
<td>accommodations of the customers</td>
<td>wrong</td>
</tr>
<tr>
<td>Sun.</td>
<td>I prepared to wrote all bills are sleeping and checked the reception department are</td>
<td>I learned how to make the confirmation of the waiters if they make the fraud.</td>
</tr>
<tr>
<td>08-feb-2015</td>
<td>transferred to their rooms as a proper ways</td>
<td></td>
</tr>
<tr>
<td>Mon.</td>
<td>I worked to cut the invoice of waiters that they compared for their sales today in order</td>
<td>The new skill that I learned is how to classify the waiter’s invoices in to the</td>
</tr>
<tr>
<td>09-feb-2015</td>
<td>to insure the cashier department.</td>
<td>cashier.</td>
</tr>
<tr>
<td>Tue.</td>
<td>I wrote the normal bills of customers’ demands that they request the foods and drinks</td>
<td>I learned how to assign the price if it comes the new food and even the new</td>
</tr>
<tr>
<td>10-feb-2015</td>
<td>they want to eat.</td>
<td>demands.</td>
</tr>
<tr>
<td>Wed.</td>
<td>I informed the cashier personnel for the numbers of creditors that planned in to</td>
<td>The new skill that I learned is how to corrected if it happened the error’s for</td>
</tr>
<tr>
<td>11-feb-2015</td>
<td>reception department in order to checked for the waiters</td>
<td>invoices</td>
</tr>
<tr>
<td>Thu</td>
<td>Today I planned to answers for local operators that can comes for accommodations and</td>
<td>The new idea that I learned is how to make collaboration of different departments</td>
</tr>
<tr>
<td>12-feb-2015</td>
<td>different department for entire hotel.</td>
<td>in to systematic ways.</td>
</tr>
</tbody>
</table>
Trainee’s Weekly Report

(Please produce a chart for each week of attachment)

The second week of my internship program was planned to work the department of sales that are very important for entire hotel as whole because it works to provide the one of the most essential services of the hotel that refers of foods and drinks that the customers demanded for the waiters of the restaurant.

So that for this department does not work to take the customers for cash on hand and any other credit accounts that the customers want to give the cash of restaurant but it checks and wrote the invoices that the waiters request the foods and drinks in to the cookers while they leaved one copy of the cooker in order to check the number of invoices that the sales department has and the cookers, after that it compared for that invoices and we can simple know the number of food and drink that we sell also we can simple find out the waiters who makes fraud when the work it finish.

So I hope fully to be continuous for the next week as smoothly training for other departments Inshaa Allah.
Weekly Industry/Departmental/Unit Supervisor’s Comments

The second week of his internship he handles the department of sales that provides the most essential services of the hotel so that when I assigned to work for that department he adapt soon that is better than for the previous one according his experience before.

So that when I evaluated his managerial and interpersonal skill he becomes the one who can manage emergency issues if it happened for technical errors for entire workplace and can under the pressure and long time if it needed.

Also he has the quality of interpersonal skill that he can communicate for different people during the workplace at a time.

So we hopefully and confident to be adapt for another department Inshaa Allah

Also we want to thank in Amoud University that provides us the student who can simple Adapt in strategic policies in our hotel.
A/salaam Arab Ahmed  
Name of the supervisor:  
Cashier  
Department/unit:  
Date: 13/02/2015  

<table>
<thead>
<tr>
<th>Day</th>
<th>Description of Work Done</th>
<th>New Skills Learnt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat.</td>
<td>14-feb-2015 I registered the new product that added the quick book manager database in</td>
<td>The new skill that I learned is how to make the zoom on the security camera if the customers are</td>
</tr>
<tr>
<td></td>
<td>order to sell the customers product.</td>
<td>many.</td>
</tr>
<tr>
<td>Sun.</td>
<td>15-feb-2015 Today I planned to sell products in to customers that checked the security</td>
<td>I learned how to remove the product you enter before the new one.</td>
</tr>
<tr>
<td></td>
<td>camera or serial recognition that recognize the products and produced the price and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>name.</td>
<td></td>
</tr>
<tr>
<td>Mon.</td>
<td>16-feb-2015 I registered the products that prepared the department of restaurant</td>
<td>The new skill that I gained is how to find out if it missing for some product name in RIO (retail</td>
</tr>
<tr>
<td></td>
<td>consumption in order to print their reports of usage.</td>
<td>in operation).</td>
</tr>
<tr>
<td>Tue.</td>
<td>17-feb-2015 Today I handled to format the computer as volunteer in my friend of</td>
<td>The new skill that I learned is how to confirm the products that will finish for following days.</td>
</tr>
<tr>
<td></td>
<td>reception department while I am working for normal work.</td>
<td></td>
</tr>
<tr>
<td>Wed.</td>
<td>18-feb-2015 I registered the new product from hargeysa and dubai that contains the soft</td>
<td>I studied how to make the name of product if the customers can’t understand when it’s already named</td>
</tr>
<tr>
<td></td>
<td>foods and sweets that we don’t have it before.</td>
<td></td>
</tr>
</tbody>
</table>
I handling to participate the reforming the product that the shelf’s of the inventory to add new items that we come.

New skill that I acquired or gained is to find out the hall experience that I gained.

Trainee’s Weekly Report
(Please produce a chart for each week of attachment)

The third week of my internship program was assigned to work rays hotel supermarket that

sells the sweats and electronics, for this small shop is the one of the most securable and

transparency one that can’t happen any fraud and mispresentation event that can employee

incurred because it has eight security camera for entire room that they can watch every

customer who enter the supermarket and also the employee who works of the supermarket.

Also for this sector it works one of the systematic technology that used for development

countries name in Retail in Operation that connected for quick books manager with SQL

server, also it connects for camera that takes the pictures in the product and automatically

produced product ID, name, price and Total instead of user will enter for that, So that it
can work every one who has the computer experience without guideline.

After that it was a fascinated week that I handled for some part of my knowledge so I am very proud for that also I hope full to be continuous for the next week in my training.
Weekly Industry/Departmental/Unit Supervisor’s Comments

The third week of his internship was planned to work in our supermarket that we sell for
small sweats, electronics, soft foods and some part of whole sale store that we take in all
foods and soft drinks that we use in our hotel, after that when I evaluated his quality of work
and technical knowledge he has can simple addict for that department because this section
it works for computerizing database system that we assigned to sell for small retail
machines known as RIO(retail in operation) handles independent without addressing all
price of items that we sell of the supermarket so that for his experience of IT and Business
he known well what we are working for that two inseparable units we combined together.
So that according to his technical knowledge and the scientific information he knows
can simple manage the work as independently without assisting.
### Student’s Weekly Progress Chart 26-feb-2015 (Week Ending: 26-feb-2015)

<table>
<thead>
<tr>
<th>Day</th>
<th>Description of Work Done</th>
<th>New Skills Learnt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat.</td>
<td>I handled to check all invoices that come from the department of sales in order to verify the cash sales that we have.</td>
<td>The new skill that I learned is how to count as separately of every invoice.</td>
</tr>
<tr>
<td>21-feb-2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun.</td>
<td>Today I work to enter all cash into computer that stored as a data in order to calculate easily at the time of closed.</td>
<td>I learned how to make the correction if it happened for some errors in cash.</td>
</tr>
<tr>
<td>22-feb-2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon.</td>
<td>I am working for technical problem that faced in our accountant personnel related for printer and scanning data. While I handled to my normal work when I finish it.</td>
<td>The new skill that I learned is how to register the new reservations of conference hall.</td>
</tr>
<tr>
<td>23-feb-2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue.</td>
<td>I handled to write all invoices that transferred for creditors in order to informing their money will come today.</td>
<td>I learned how to write a kindly letters to the customers and vendors credit.</td>
</tr>
<tr>
<td>24-feb-2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed.</td>
<td>Today I handled to control the different accounts</td>
<td>The new skill that I</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Trainee’s Weekly Report
(Please produce a chart for each week of attachment)

The fourth week of my internship was a very hardly week that I handled for the finance office of the hotel that collected the money comes from the different department of the hotel include sales sector, conference hall and reception department.

The one of the most important thing that I can address is how to manage for this income revenue that comes for above areas, it is simply how to manage it because is already adapted the employees to work, for first one when the money comes it will directly enter the cashier account that calculated for all three departments first, when he calculated for that department revenue it will directly connected for the accountant personal that will be processing for all
financial gains of the hotel while they collaborated for manager and the owner of the hotel

for accountant personnel.

So that I am very proud to work for this department because it was one of the most important in business industries that I gained for real knowledge of accounting.

For the next week I hope fully to boost my experience of other sectors.
Weekly Industry/Departmental/Unit Supervisor’s Comments

When he finished for the first three weeks for different departments we planned him to work
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for finance office that that handles for the income and the expense of the hotel as whole.
……………………………………………………………………………………………………………………………………

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So that he works hardly and responsible ways that he collaborated for his colleagues as
……………………………………………………………………………………………………………………………………

ethically, patience and solidarity behavior that can lead him to change the current life of his
……………………………………………………………………………………………………………………………………

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studied for this organization according the above attitudes and behaviors I mentioned,
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after when I assessed his general understanding of financial activities in our ways of
……………………………………………………………………………………………………………………………………

calculated for our incomes he adapted suddenly that he managed for the ways we assigned
……………………………………………………………………………………………………………………………………

……

without error.
……………………………………………………………………………………………………………………………………

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According his experience of work place with familiarly for the financing management to
……………………………………………………………………………………………………………………………………

preserve and protecting the economic surplus of our office that he managed the most suitable
……………………………………………………………………………………………………………………………………

of every adversely issues of face him.
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First and foremost we are very pleasure for his work based for boosts and initiatives.
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Mohamed Ahmed Muhumed
Name of the supervisor……………………………………………………………………………………………………....
## Student’s Weekly Progress Chart

### (Week Ending: 05-march-2015)

<table>
<thead>
<tr>
<th>Day</th>
<th>Description of Work Done</th>
<th>New Skills Learnt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat.</td>
<td>Today I am working for the head waiter that assigned for every waiter of specific work areas that the customers sit all luxury tables of the restaurant.</td>
<td>A new skill that I learned is how to plan for every waiter for unique area of the work.</td>
</tr>
<tr>
<td>28-feb-2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun.</td>
<td>Today I come early in order to registered for the time that every waiters in coming the work in order to transfer the manger.</td>
<td>I learned how to change the waiters if it comes the heavy work in one area.</td>
</tr>
<tr>
<td>01-mar-2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon.</td>
<td>I handled to work the observation of the entire hotel if some customers are complained for the service of the waiters.</td>
<td>I studied how to transfer the manager the complains from the customers.</td>
</tr>
<tr>
<td>02-mar-2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue.</td>
<td>Today I handled to work for IT technicians that handled for some problems related for the security camera of the hotel.</td>
<td>I learned how to make the programming for security camera that damaged or removed before.</td>
</tr>
<tr>
<td>03-mar-2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed.</td>
<td>I observed all rooms that confirmed one center in to their problems in order to fix for the faults of TVs and electronics.</td>
<td>I studied how to write the equipment’s that we need as a technician.</td>
</tr>
<tr>
<td>04-mar-2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu.</td>
<td></td>
<td>The new skills that I</td>
</tr>
</tbody>
</table>
Trainee’s Weekly Report

(Please produce a chart for each week of attachment)

The 5th week of my internship program it’s hardly for that because I handled the collaboration of different sectors that includes for the head waiter, technician, security and IT personnel that each of two day I worked specific department while one day of separated for the security office I handled in order to check the arrivals of the hotel.

After two days of the working head waiter that manage all waiters of the restaurant in order to assigned for specific duties and sector of every waiters to provide a highly service in the customers.

But I intensify to collaborate for IT personnel while he handled the most of his time for some technicians related for TVs and Security camera of the hotel that comes from the largest faults exist of the entire hotel.

Any way the aim that I handled for three different department of this week is to increase all
professional skills that I can need for the future purpose.
Weekly Industry/Departmental/Unit Supervisor’s Comments

Mr. Abdirahman he was a very judgmental person that can take the decision as a proper way of evaluated cases in order to accomplish of harmful ways of issues because this week

he work the one who manage the technical problems and waiters who works the customers

so that sometimes it happens of unintentional faults that needs to take the decision at the right time and the right ways.

The two days part of this week he works the technicians of the hotel who divide in to two parts, one is electric technicians and other part is IT technicians that works for all local telephones operators, computers and also the security cameras of the hotel in order to participate the general policies and dream of hotel that bases to provide the highest service of all Somali context including the Somaliland and the region for luxury hotels.

According to his dependability and reliability of technical problem solving skill was Extremely good and his colleagues transmitted me to work as independently especially for IT problem solving.
**Student’s Weekly Progress Chart**

<table>
<thead>
<tr>
<th>Day</th>
<th>Description of Work Done</th>
<th>New Skills Learnt</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sat.</strong></td>
<td><strong>07-mar-2015</strong> Today I come back to my first work in reception department I handled to work for normal work for entire department.</td>
<td>New skill I learned is how to assign the price of laundry service of customers.</td>
</tr>
<tr>
<td><strong>Sun.</strong></td>
<td><strong>08-mar-2015</strong> I worked to wrote the daily booking that includes reservation, arrival and departure of the hotel</td>
<td>I studied how to translate for the technical issues in to the manager.</td>
</tr>
<tr>
<td><strong>Mon.</strong></td>
<td><strong>09-mar-2015</strong> Today I handled for sales department that I write the bills of the customers invoice in to the cashier.</td>
<td>New skill that I learned is how to write the commissions of the waiters.</td>
</tr>
<tr>
<td><strong>Tue.</strong></td>
<td><strong>10-mar-2015</strong> I handled to prepare sales invoices in to the cashier of the hotel that he will confirm.</td>
<td>I learned how to evaluate the consumptions of the employee.</td>
</tr>
<tr>
<td><strong>Wed.</strong></td>
<td><strong>11-mar-2015</strong> After I finished to format the computer of the cashier I handled to order for credit invoices of customers</td>
<td>New skill that I gained is how to enter the system of zaad service.</td>
</tr>
</tbody>
</table>
12-mar-2015 | I handled to check all invoices come from the sales department in order to know the sales of every waiter in todays. | The new skill that I studied is how to make a massive inspection for the waiter’s invoices.

**Trainee’s Weekly Report**

(Please produce a chart for each week of attachment)

The last week of my internship it very fantastic week because I recovered for all departments

that already finished for the last couple of weeks in Rays Hotel, so it planned to evoke myself

what I did for the last weeks that includes for the three major department of hotel like reception, sales and finance office.

After last five weeks that I handled for Rays Hotel was a very interested internship week that I gained a lot of experience related for skills and technical problems that I founded for that institution in order to benefit for future purpose.

So that I would like to thank my dear supervisor Mr. Mohamed Ahmed Mohumed the Accountant of Rays Hotel who guided me a lot of different jobs that I worked for the last six weeks in Rays Hotel and all my friends and colleagues especially Mr. Abobokor the
Head of Reception department that I have been worked for the first time of my internship program thanks all of them.

Weekly Industry/Departmental/Unit Supervisor’s Comments

This the last week of his internship program that he collaborated for the different departments of the hotel that he works the previous time as whole that he return to work in order to finish and concluded his experience of internship, after six weeks of his work that he takes in our organization we are very exciting to work for us and we are very thankfully of his kindly, patience and responsibilities that he work us and also we want to thank of Amoud University and faculty of ICT especially in the Dean of faculty of Edwin Omendi Oketch who visiting before n two week all of them we say thank you so much for
everybody who participate of this wonderful training programme for internship.

According in our organization we are read. to continuous for this progress of internship
opportunities that will help for future generation to give fascinated internship in order
to be part of educational development.

Mohamed Ahmed Muhumed
Name of the supervisor

Accountant
Department/unit

13/03/2015
Date
For Use By The Visiting University Supervisor Only

General comments on visiting the student.

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