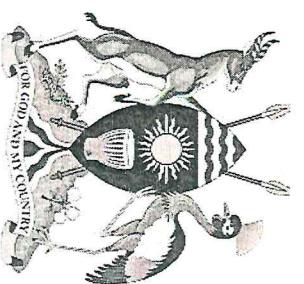


HIGHER EDUCATION SCIENCE AND TECHNOLOGY

Internship Logbook



Student Name: NASASIRA DOCUS

Month: AUGUST 2018

Target	Achievements	Challenges	Lessons Learnt
<p>WEEK 1</p> <ul style="list-style-type: none">✓ Data entry✓ Filing of documents in office✓ Report writing and presentations✓ Manage and keep track of officers to do office lists.			
<p>WEEK 2</p> <ul style="list-style-type: none">✓ Stock taking✓ Selection of suppliers✓ Evaluation of suppliers✓ Stock classification			

<p>WEEK 3</p> <ul style="list-style-type: none">✓ Attending meetings on behalf of the department✓ Attending the Netherland Trust Fund Project✓ Recording the daily attendances for the meetings.✓			
<p>WEEK 4</p> <ul style="list-style-type: none">✓ Calling companies and follow up.✓ Getting feedback from those people and forwarding it to my boss.✓ Writing letters to companies and inviting them for soko platform.			

--	--	--	--

Supervisors Comment:.....

Signature:

.....

