

Student's Weekly Progress Chart

(Week Ending :5/2/2015.....)

Day	Description of Work Done	New Skills Learnt
Sat. 31\1\2015	The first day of my internship when I went to Awdal regional office I become familiar with Awdal d/f regional offices and how they are cue Ki stand work together	I learned from the different sub officer work and how they interact in their working environment
Sun. 1\2\2015	Then the second of my internship I visited the finance accounting officer which I sub office Awdal region office	In this day I learned how the collected revenue tax get registered in the revenue book and be calculated
Mon. 2\2\2015	This day of my internship was very infhestial and remarkable day because I met the governor of Awdal regional office and he placed me and cold me to work with civil region board	When I started to work with civil registration board I was told how to take camera and how to do Eye and finger printing by computer
Tue. 3\2\2015	Then tis day I tried to practice and train what I was told on Monday at the end of day become familiar how to do computerized Eye and finger printing and also taking the phase	I learned how the data of finger and Eye printing is processed and b stored the computer and also hoe to give that data with specific code
Wed. 4\2\2015	This day I started to do eery thing by my own .by efficiently registering one person and storing all his data on the computer	I effect register one person with all his data kept correctly on the computer
Thu 5/2/2015	This day I learned how to calculate and plan and also be allocated the income and budget of Awdal region office	I learned income allocation and its calculation I also learned how the budget be distribute

Trainee's Weekly Report

(Please produce a chart for each week of attachment)

first for most I started to visit Awdal regional office , I was told how the

different Awdal regional offices work together and how they are arranged

or their chronological order then the second of my internship I visited specific office which is sub office of Awdal regional office this I learned

how the collected revenue is get registered and how it is calculated and

finally how where this revenue is being collected from the third of my internship was the day that I met the governor of Awdal regional office He

placed me in to certain office and ordered me to work with civil registration

board then when I began to work with civil registration board then when I

began to work with civil registration board I learnt how to take finger and

Eye printing by computer Also how to take photo by camera

Then I learned how the data of computerized printing is saved and stored in the computer at the end of the day I registered one person in the computer and I successfully did finger and eye printing

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

Day	Description of Work Done	New Skills Learnt
Sat. 7/2/2015	This day I successfully registered three persons in the computer by efficiently doing both Eye and finger printing also I took their photos finally I stored all related data in the computer and I gave their respective code number	I learned how to register and do finger Eye printing more than one person
Sun. 8/2/2015	This day of my internship I progressed my work by registering more than 8 persons in the computer I did finger and Eye printing of these 8 individual and also took their photo	I made advance of eye and finger printing I was also become improved at the side of string their related data
Mon. 9/2/2015	This day I worked with the office of finance and accounting of the region I collected income transaction of the week and calculated finally I registered sum of the income in with main book of income record	I made only certain improvement on income calculated and recoding because I was already familiar with this
Tue. 10/2/2015	This I was still worked with the finance office I did more income transection and its calculation I registered the income with huge number of books finally I made in come closure and I concluded the income calculation	Only I was also improved my former skills
Wed.	This day I come back to work my formal office there fore I registered more than 15 person with their	This I learned how I can do finger and eye printing with

11/2/2015	respective information on Eye and finger printing	speed and curiosity to do so
Thu 12/2/2015	In this day I learned how you can login if your computer accidentally shutdown by entering user with only runs your Eye printing and I efficiently understood how this eye printing is saved and kept in the computer	I learned new skill which is how to save eye printing on your computer In order to be run a certain system

Trainee's Weekly Report

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This day I started to successfully register 3 persons by effectily doing finger and Eye printing and also taking their photos I learned how to register effectilu and I incceded to register more than one person .

Then I progressed my work to register more than 8 individual and storing all their respective data in the computer I also worked with office of finance and accounting I began to collect income transactions of Awdal regional office and I calculated finally registered all the related entities of income transactions in the main book of income record by doing this work I made certain improvement forwardly improvements forwardly .

During this week while I was still working with finance office I calculated more

income transaction and registered the sum of the income

Then I came back to my main working office I registered 15 individual and did their finger and eye printing successfully at the end of the day I am over closed with confidence that I can do registration and easily work with civil registration board

Trainee's Weekly Report

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

Day	Description of Work Done	New Skills Learnt
Sat. 14/2/2015	This day was also remarkable day of my internship because the governor called me and he told me that I had to register total number of civilians being registered from different center of Borama town	I was also improve what I have known because it was total registration of civilians the computer
Sun. 15/2/2015	This day I started to arrange the collected data by making it for a specific a system that will be stored	This was also concerned my already pre existed experience and made improvement up to extent
Mon. 16//2/2015	This day I also classified the data brought in to groups and how much in which each group was come with and total entities of data	This was new skill that I learned which is data categorized

Tue. 17/2/2015	This day I inserted 2 groups with their respective data	It was only improvement that I made o far
Wed. 18/2/2015	This day I did and ther work for my office I printed a certain number of papers and I copied another paper as well	It was only practice for me
19/2/2015	This day I also registered and inserted in the computer many group with their data	It was only improvement as well

Trainee's Weekly Report

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The beginning of this week was also remarkable time for me because the governor of the region once again called me and he told me that I had to register total number of civilian being already .

Registered from other center of Borama Town .

Then I started to arrange the collected data of civilian by making it for specific system that the data brought in to group and mentioned how much in which batch group came with.

The mid of this week I also did another work for mu formal office of civilian registration office I printed a certain number of paper and I also copied a huge number of papers as well .

At the end of this week I also continued to register and Inserted in the computer many group with their data

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

Day	Description of Work Done	New Skills Learnt
Sat. 21/2/2015	This day I still continued farther registration and was attentively registered high amount of civilian	It was only further practice for me
Sun. 22/2/2015	This day chacked the already registered civilian and arranged in the computer	I made only a certain improvement

Mon. 23/2/2015	This day I also checked whether the finger and Eye printings are consistent enough and correct	It was practice for me as well
Tue. 24/2/2015	I also registered more than 25 individual in this day	It was also only farther practice
Wed. 25/2/2015	This day I also did some thing I continued to register and did eye and finger printings	It was concerned me and I made improvement
Thu 26/2/2015	This day I finally re checked the number of people I registered so far and counted their amount	I get same things that I obtained so fair

Trainee's Weekly Report

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This week was the final week of internship I finalized every thing before I registered high number of individual I checked the finger and Eye printing that I made so far .

Then I started to register more then 25 individual with their detailed information of Eye and finger printing and took a photo of them this week I also recounted a total number pf civilians that I registered so far during my entire course of internship .

Then I finally re checked the number of civilians I registered and re counted once again with precise country .

Then I concluded my entire work I submitted what I did to civil registration board