**Form Number 1 - PERIODIC REPORT**

**Internship Student Report | Month #1**

**Start Date: \_29\_\_/\_08\_\_/\_2021\_\_ End Date: \_\_30\_/\_\_09\_/\_2021\_\_**

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| Student’s Name: Hassan Saeed Alhulaily | Student’s ID Number: 160095452 |
| Training Organization: Saudi Aramco | Trainee Department: Geological Operation Department |
| Trainee Supervisor Name:Thana’aAbdulamohsen | Faculty Member: Dr. Youssef Riahi |
| Course: MGT-430 | CRN:15723 |
| Academic Year/Semester: 2021-2022 |  |

**(Instructions)**

* This report must be submitted on Blackboard (**WORD format only**) via the allocated folder.
* **Email submission will not be accepted.**
* Your work should be clearly and completely presented; marks may be reduced for poor presentation. This includes filling your information on the cover page.
* Assignment will be evaluated through BB Safe Assign tool.
* Late submission will result in ZERO marks being awarded.
* This work should be your own, copying from students or other resources will result in ZERO marks.
* Use **Times New Roman** font 12 for all your answers.

**(Report Components)**

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| **Task(s)** | **What are the activities and tasks given to you during this month?** |
| The department has major project to relocate all assets to another building to reduce the bill of maintenance for the current building. The most challenges they face to relocate all assets to the new building with keeping the database updated and reflecting the most integrity we can reach.  Since I am the only person with administration major and management the trainee decide to handl me the planning of relocating the rock samples with keeping the database updated of the new changes could be happen during the relocation. |
| **New skill(s)** | **What skills did you learn through the month?** |
| To have this task done, I forced to have some SQL database training ( quick training online) to extract the data from database then to work with them in excel sheet |
| **Meeting(s)** | **How many meetings did you attend?** |
| Weekly meeting were attended ( 4 ) |
| **Difficulty/ Challenge(s)** | **What are the difficulties you had this month?** |
| Some difficulties were recognized due to sharing the plans with the team member to be sticked with it |
| **How did you overcome these difficulties?** |
| **I forced to make forced method by excel to be filled by the team members to have clear tracking on the progress and to tackle the issue if they showed any time.** |
| **Learning** | **What did you learn from completing the tasks** |
| **Most efficient way to have the business run is to communicate all ideas and plans through the team with the full details** |
| **What did you want to learn more?** |
| One thing cought my attention and I was curious about is to have big insight of the top management decisions to have bigger vision about dealing with the daily operations |

\*Note:

1. This report is a summary of the training activities performed.

2. You may attach additional pages if needed. And student can attach any extra note to this form.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_