



**SCHOOL OF BUSINESS  
BACHELOR OF COMMERCE  
INDUSTRIAL ATTACHMENT REPORT**

**Your Name  
Admin Number**

**An Industrial Attachment Report Submitted to the School of Business  
for the Award Degree of Bachelor of Commerce at KCA University**

**JULY 2025**

## DECLARATION

### Declaration by the Student

I hereby declare that apart from references in this report, this report on industrial attachment at MM limited and presented to KCA University, school of Business as a partial fulfillment of the requirement for the award of a bachelor's degree in commerce (finance option) is the outcome of my investigation. This report is my original work and has not been submitted to any other institution of learning.

SIGNATURE: ..... DATE.....

**Your Name**

**Admin**

### Declaration by the Supervisor

The attachment report has been submitted with my approval as the University supervisor.

Signature:

Date.....

**Dr.**

**KCA University**

## **DEDICATION**

This attachment report is dedicated to the Management of MM limited and my family as a result of the support they gave me during the training period.

## **ACKNOWLEDGEMENT**

First, I would like to thank God almighty for His care and provision before and during the period of attachment. Secondly, MM limited for giving me this opportunity to do this attachment. It's because of them that I gained valuable experience from being involved in the Telecommunication sector, specifically tower leasing. Thirdly, I would also like to acknowledge the management of KCA University who gave me valuable theoretical, analytical and development skills core to my work, hence I would like to thank the academic supervisors and all the lecturers for their valuable courses. Lastly, I should thank my assessor/attachment supervisor, for his guidance during my attachment period. I also thank my wife, and my children for their support. May God bless them abundantly. I wish everyone the best and bright future ahead.

## **EXECUTIVE SUMMARY**

This report gives the overview of attachment I did from 1<sup>st</sup> April to 30<sup>th</sup> June 2023 (12 weeks) at MM limited. The purpose of industrial attachment is to create a clear picture of what the student has done in the form of a report. Field attachment entails practical training experience that prepares a trainee for the tasks they are expected to perform on completion of their training. This report contains information which I gathered during my industrial training at MM limited for a period of three months. As a student, my involvement in this attachment was to make sure that I acquire new knowledge and practical skills, improving my confidence in problem solving and to utilize the opportunity to relate with different categories of people likely to be met in the corporate world of work. This report gives all the activities I undertook at MM limited, the experience I gained, the practical skills acquired and the personal inputs to the organization. My report gives a brief introduction about MM limited and the duties undertaken in the organization. The report also gives details of the duties/functions of the finance department. The information I am giving in this report reflects all the achievements I achieved according to my objectives set herein. This report shows the benefits, success, challenges encountered and how I was able to overcome the challenges. It also shows my recommendations and the conclusion of my training.

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## **CHAPTER ONE**

### **INTRODUCTION**

An attachment provides students with a professional learning opportunity that involves useful, hands-on work linked to their area of study or career interest. Through attachment, students can get a sense of what it's like to work in their field of study or at least relate to it, as well as get a taste of what it's like to work in a real workplace before they actually start working in it. The chance to learn and experiment with various talents in a field of concentration and other ones is provided by an attachment. In addition to developing talent and possibly creating future full-time employees, it enables the business to infuse the workplace with fresh perspectives and vigor. the supervision of attachment. It is an organized learning environment that enables the student to acquire relevant job experience in his or her area of study.

The purpose of an industrial attachment is to teach students the proper work ethic and professionalism through interaction with employees of the organization and observation of their potential career paths. Additionally, attachment minimizes the need for on-the-job training, allowing workers to contribute to their individual businesses much more quickly than is typical for recent graduates. Attachment is a way to get real-world experience in a number of vocational disciplines and to choose or reject a particular place. It provides students with a wonderful opportunity to communicate with and pick the brains of highly skilled professionals. Additionally, it broadens students' knowledge of their field and aids in their decision-making regarding their areas of specialization. I had the opportunity to put my academic knowledge and talents to use in a practical setting while working at MM limited.

Industrial attachment is important in several ways among them are:

- Industrial attachment introduces students to appropriate work-ethics before entering the labor market.
- Industrial attachment links industry and training institutions so as to enable students to marry theory to practice in real world business situations.
- Industrial attachment gives students in-service orientation to a career area they may wish to pursue.

- Industrial attachment affords the student the opportunity to develop hands-on experience in the world of work and its intricacies, hence making the student employable and become fully productive immediately they are employed.
- Industrial attachment affords students to test the theoretical tools learned with the realities of the operations of organizational systems.
- To make students develop realistic expectations in respect to the real world of work, playing the role of being an employee and experience what it takes to work within a generally structured environment in authority and being held responsible for duties performed.
- Industrial attachment exposes the student to organizational behavior both in the internal and external environments and encourage them to be productive whilst developing future managers.
- Industrial attachment exposes the students to the structures, operations, and integration of different functional areas and allow students the opportunity to work in their area of intended specialization.
- Industrial attachment enables learning institutions to seek industry evaluation of their education programs in terms of relevance to industry.

### **Benefits to Students**

By putting the theory they have learned into practice, the industrial attachment aims to provide students practical skills. It increases the likelihood that students will find employment by educating them about proper work ethics before to their entry into the workforce. Through my interactions with my bosses and coworkers during this attachment, I have developed positive interpersonal relationships. This has made it easier for me to interact with individuals, regardless of their status.

### **1.1 Company Attached To.**

I was attached to MM limited located in Westland's, Kenya.

#### **1.1.1 About MM limited**

MM limited is one of the tower companies registered by Communication Authority of Kenya.

It's core business is to offer custom-designed tower space and power lease solutions which not only meet and exceed the expectations of tenants, but also allow it to grow its shareholders values. It conducts its business sustainably through governance, compliance with legal and regulatory requirements as well as conserve and protect the environment.

## **Vision, Mission Statement, and Core Values of MM limited**

### **1.2.1. Vision Statement**

Confidently nest wireless connectivity across the region.

### **1.2.2. Mission Statement**

Drive value through cost excellence and innovation

### **1.3.3. Core Values of MM limited**

The following are the core values of MM limited:

**I** - Ingenuity of our people in crafting customer-oriented solutions

**N** - Nobleness in all our dealings

**T** - Trust and confidence is our way into our customers' hearts.

**A** - Authentic customer experience

**C** - Character imprints in our delivery model

**T** - Truthfully deliver to all our stakeholders

## **CHAPTER TWO: THE FINANCE DEPARTMENT**

### **2.1. Key Functions/Activities of the Department**

A strong finance department keeps the corporation in check, making it a crucial aspect of any organization.

In addition to helping managers make and update their strategic decisions, the finance department's main duty is bookkeeping.

The financial department performs the following duties, among others.

- Financial planning through budgets.
- Cash flow management.
- Day-to-day transactional accounting
- Ensuring all company assets are used for the benefit of the company.
- Risk management.
- Advising the management on financial position of the company offering recommendation.

### **2.2. Main Objectives of the Industrial attachment**

The main objectives for the attachment exercise were as follows.

1. To make transition from institution of learning to the world of work smooth and to enhance students contacts for job placements.
2. To enable and strengthen linkages between KCA University and various organizations all over the country.
3. To enable the student to apply the principles and techniques theoretically learned

into real-life problem-solving situations.

4. To be equipped with practical skills that may not be appreciated, visualized or even taught in school like communication skills, dress code, teamwork, time management skills, efficient on task and problem management.
5. To be acquainted with the expectations of working in a highly competitive environment.

### **2.3. Assigned routine duties at the finance department.**

The following were the duties I was assigned to at the finance department of MM limited.

1. Petty cash management.
2. Bank reconciliations.
3. Preparation of cash flow reports.
4. Budget reviews and forecasts.
5. Preparation of management accounts.
6. Data input into accounting software.
7. Accounts receivable and payables.
8. Processing departmental order forms and writing LPOs.
9. Payroll processing, payment and journal posting and reconciliation.
10. Assisting on debt finance sourcing.
11. Preparation of adhoc reports and presentation of the same.
12. Assisting on operational duties.

## **CHAPTER THREE**

## **EVALUATION OF THE ATTACHMENT REPORT PERIOD**

### **3.1 Benefits of the Attachment Exercise**

My attachment at MM limited was a success. I achieved the objectives of the training well.

I gained practical experience in the finance field that will be of great value in my career. Apart from my practical skills acquired, I also was able to acquire new theoretical skills about my field of study which are of high importance to my knowledge and understanding.

### **Achievements during the Attachment Exercise**

From my assigned duties and responsibilities, I was able to achieve the following benefits.

- Learned successfully how to manage, reconcile, and reimburse petty cash.
- Learned how to record expenses, revenues and assets in quick books and subsequent analysis of the same.
- Successfully learned how to prepare monthly cash flow reports, budgets, and budgetary reviews.
- Learned how to make forecasts for purposes of planning and control.
- Learned how to evaluate and select of suppliers.
- Learned how to process invoices for online payments of the suppliers.
- Learned how to process payroll, make payment and posting of journals.
- Learned how to reconcile bank accounts, subledgers and ledgers.
- Learned how to prepare end month reports.
- Learned how to come up with standard operating procedures.

### **3.1.1 Theoretical Achievements Acquired**

Apart from gaining experience practically, I gained some experience from theory work.

The following were learned:

- Interpersonal skills.
  
- Communication skills
  
- Presentation skills.
  
- Negotiation skills (with suppliers & Financial Institutions)
  
- Time management skills.

### **3.2 Knowledge and Skills/Learning Experience Acquired**

The accumulation of actual real-world experience is one of the attachment exercise's most crucial and clear goals. The ability to get first-hand experience that cannot be taught in a classroom is provided through attachment, which also enables us to apply the theory that has been taught in practical ways. My training has helped me analyze my choices and my circumstances.

The training provides personal advantages because it helps the university communicate with different firms, improving the chances of employment for university students.

Through my contacts with my supervisor and the other staff members throughout my attachment, I have improved my interpersonal skills. This has facilitated my interactions with other individuals, regardless of their status.

During the industrial attachment training, I gained skills in ways including:

Business communication skills that include communicating effectively through emails, phone calls, or face-to-face meetings.

- I also got to know the impact and effects of punctuality.

- Multi-tasking and prioritizing to ease pressure and timely delivery.
- I also gained experience in problem solving skills.

### **3.3 Discussion on Gained Experience and Skills**

I've been exposed to the demands and difficulties of the workplace thanks to this industrial attachment. I now have first-hand practical experience that I couldn't have learned in a classroom because to the attachment.

I've learned a lot about working ethics, too.

My training has helped me analyze my choices and my circumstances.

Through my contacts with my supervisor and the other staff members throughout my attachment, I have improved my interpersonal skills. This has facilitated my interactions with other individuals, regardless of their status.

### **3.4. Challenges Encountered During the Training Period**

Except for the few challenges mentioned below, my training experience has been quite good:

- I. Limited time period of mastering what has been learnt. Time limitation in a department may affect the student's ability to stamp authority of executing a task. One finance task e.g budget review can be done only once during the entire period of attachment.
- II. Fear of making errors especially where online payments were concerned.
- III. Fear of asking questions.

### **3.5. How I Overcame/Solved the Challenges**

Despite facing challenges, they gave me an experience and taught me more. I acquired skills in improving my confidence in solving problems and gain the confidence to interact with different people at different levels. The following are some ways I used in solving the challenges I faced.

- To master the tasks, I requested the supervisor to allow past related tasks as executed. I was also able to cope with the limited time period I had and worked tirelessly to see success in the training, I adopted time management skills which enabled me catch up with any lost time.
- To build confidence on online payments accuracy, I rechecked every payment before submitting for approval.
- I built a good working relationship with staff especially my industry-based supervisor such that I would freely interact with them and ask questions where there was doubt.

## **CHAPTER FOUR:**

### **CONCLUSION AND RECOMMENDATIONS**

#### **4.1. Conclusion**

The university's supervised industrial attachment program offers students the chance to put what they have learnt in class into reality. They are exposed to working techniques that are not covered in class.

Additionally, it gives the students a chance to familiarize themselves with what is expected of them in a setting that is quite competitive.

The university has stronger ties with various groups across the nation.

I was able to pick up useful abilities as a result of the training, which was successful. I have gained a lot of practical knowledge and experience in my field of study—finance—through this internship at MM limited. I have also been enriched by my interactions with the business world.

The training has also given me the ability to respect honesty, dependability, submission to authority figures, listening to their opinions, interpersonal and communication skills, as well as efficiency in task and problem management. My goals were successfully met as a result.

As a result, this training program is crucial for students since it enables them to learn more practically. This has been a great and enjoyable experience.

## **4.2. Recommendations**

Industrial attachment is very important to students and therefore cannot be overlooked. This is because it assists them to blend academic work with that of the industry. Since the experience for the 12 weeks was enormous, the following recommendations should be highly considered by institutions of learning:

- The institution should allow enough time to the students for their preparation and search of their attachment and their requirements as provided by the institution as early as possible.
- Before releasing students to various organization of attachments, the University should consider an orientation seminar in view of letting them know what is expected of them during the industrial attachment and therefore should be able to have the confidence for maximum tapping of practical knowledge.
- Where financing is a limitation, the University should encourage students to get loans from HELB or guardians in advance to facilitate their upkeep during the training period.

## **REFERENCES**

Logbook