

**WEEK: 1****DEPARTMENT/SECTIONS:** General Operations & Maintenance

DATE	OBJECTIVES	TASKS ACHIEVED	LESSONS LEARNT	TOTAL HOURS
03/02/2025	Familiarize with mosque layout and daily procedures	Followed the supervisor to gain insights into operational responsibilities	Gained a deeper understanding of the mosque's workflow and the importance of structured management	8
04/02/2025	Learn proper handling and organization of mosque resources	Cleaned and carefully arranged Qurans on the shelves	Understood the role of organization in maintaining a respectful and orderly environment	8
05/02/2025	Observe and assist in basic security procedures	Helped conduct preliminary security screenings at the entrance	Recognized the significance of proactive security measures in ensuring a safe worship space	8
06/02/2025	Enhance knowledge of cleanliness standards	Assisted in sanitizing and tidying up the Quran shelves	Realized that consistent upkeep is key to preserving the mosque's spiritual and physical environment	8
07/02/2025	Support in managing congregational movement	Helped coordinate worshippers' entry and exit during Friday prayers	Developed crowd management skills and learned the importance of patience in high-traffic areas	8

**Supervisor's Name:** Ahmed Osman**Signature:**

**WEEK: 2****DEPARTMENT/SECTIONS:** Library Management

DATE	OBJECTIVES	TASKS ACHIEVED	LESSONS LEARNT	TOTAL HOURS
10/02/2025	Understand the library's cataloging system	Registered and categorized newly acquired books in the library database	Gained hands-on experience with library management software and the significance of precise record-keeping	8
11/02/2025	Enhance book arrangement and accessibility	Classified and labeled books based on genre and author for efficient retrieval	Realized how a well-structured catalog significantly improves user experience	8
12/02/2025	Provide assistance to library visitors	Guided visitors in locating books and responding to general inquiries	Strengthened my ability to communicate clearly while learning about diverse reading interests	8
13/02/2025	Maintain and update book records	Verified and corrected entries for overdue books while addressing inconsistencies	Understood the role of accurate data management in ensuring seamless library operations	8
14/02/2025	Maintain and update book records	Verified and corrected entries for overdue books while addressing inconsistencies	Learnt about the importance of organizing and its role in efficiency	8

**Supervisor's Name:** Ahmed Osman**Signature:**

**WEEK: 3****DEPARTMENT/SECTIONS:** Security & Maintenance

DATE	OBJECTIVES	TASKS ACHIEVED	LESSONS LEARNT	TOTAL HOURS
17/02/2025	Understand mosque security protocols	Assisted in monitoring visitor entry and verifying identification where necessary	Gained awareness of security procedures and the importance of vigilance in public spaces	8
18/02/2025	Assist in security checks	Helped security personnel conduct basic screening and guided visitors through entry procedures	Learned the importance of being observant and handling security procedures professionally while ensuring a welcoming atmosphere	8
19/02/2025	Assist in general mosque maintenance	Helped inspect and report any maintenance issues within the mosque facilities	Understood the role of regular maintenance in ensuring a comfortable environment for worshippers	8
20/02/2025	Support cleanliness efforts	Assisted in cleaning high-traffic areas and ensuring proper sanitation	Realized how cleanliness contributes to a welcoming and respectful environment	8
21/02/2025	Security assistance during Friday prayers	Helped manage worshipper entry, ensured orderly movement, and assisted in directing latecomers to available spaces	Learned how structured security efforts contribute to a smooth and organized prayer experience, especially during large gatherings	8

**Supervisor's Name:** Ahmed Osman**Signature:**

**WEEK: 4**

**DEPARTMENT/SECTIONS: General**

DATE	OBJECTIVES	TASKS ACHIEVED	LESSONS LEARNT	TOTAL HOURS
24/02/2025	Maintain and update book records	Registered and categorized newly acquired books in the library database	Gained hands-on experience with library management software and the significance of precise record-keeping	8
25/02/2025	Assist in general mosque maintenance	Helped inspect and report any maintenance issues within the mosque facilities	Realized how a well-structured catalog significantly improves user experience	8
26/02/2025	Support cleanliness efforts	Assisted in cleaning high-traffic areas and ensuring proper sanitation	Understood the role of regular maintenance in ensuring a comfortable environment for worshippers	8
27/02/2025	Maintain and update book records	Registered and categorized newly acquired books in the library database	Understood the role of accurate data management in ensuring seamless library operations	8
28/02/2025	Security assistance during Friday prayers	Helped coordinate a "Book Swap" event, keeping track of exchanged books	Learned how structured security efforts contribute to a smooth and organized prayer experience, especially during large gathering	8

**Supervisor's Name: Ahmed Osman**

**Signature:**

**WEEK: 5****DEPARTMENT/SECTIONS:** Security, Maintenance & Community Engagement

DATE	OBJECTIVES	TASKS ACHIEVED	LESSONS LEARNT	TOTAL HOURS
03/03/2025	Assist in security checks at the mosque	Helped monitor worshiper entry and directed attendees to available spaces	Learned how structured security assistance contributes to a safe and organized environment	8
04/03/2025	Support general mosque cleanliness	Assisted in cleaning prayer areas and ensuring washrooms were well-maintained	Understood how consistent maintenance impacts the overall worship experience	8
05/03/2025	Guide reverts on basic religious practices	Helped introduce new reverts to prayer routines and provided mentorship	Improved my ability to communicate and offer support in religious education	8
06/03/2025	Assist in organizing learning materials	Arranged religious books and pamphlets in the mosque library	Learned how accessibility of resources can enhance learning for worshipers	8
07/03/2025	Provide security assistance during Friday prayers	Helped coordinate entry and exit flow for worshipers to prevent congestion	Developed problem-solving skills while managing large crowds efficiently	8

**Supervisor's Name:** Ahmed Osman**Signature:**

**WEEK: 6****DEPARTMENT/SECTIONS:** General Mosque Assistance & Community Service

DATE	OBJECTIVES	TASKS ACHIEVED	LESSONS LEARNT	TOTAL HOURS
10/03/2025	Reflect on overall contribution and impact	Assessed personal growth in the role	Gained insight into the importance of service and teamwork in religious institutions	8
11/03/2025	Assist in miscellaneous mosque duties	Helped with prayer setup and general assistance	Learned the value of teamwork and flexibility	8
12/03/2025	Ensure mosque facilities remain functional	Checked cleanliness and security measures	Understood the necessity of consistent maintenance	8
13/03/2025	Provide final support for community activities	Assisted in final events and engagements	Strengthened organizational and leadership skills	8
14/03/2025	Conclude service period and document learnings	Compiled experiences and prepared a final report	Learned the importance of self-reflection in service	8

**Supervisor's Name:** Ahmed Osman**Signature:**