**AGRO PARK DEVELOPMENT COMPANY LIMITED**

**Report:** Daily – Weekly Report

**Unit:** HR/Admin

**Date:** 17th August, 2019

**Prepared by:** Akinyemi Samuel Olaoluwa

**Activity Period:** August 12th, 2019 through August 17th 2019.

**Team Lead:** Mr. Monsuru Adedoyin

**Team Member(s):** Akinyemi Samuel Olaoluwa

This report contains activities that was carried out from August 12th, 2019 through August 17th 2019.

**Monday**

1. Olaoluwa did sorting of logistics for different unit.
2. Olaoluwa did typing and printing of documents.
3. Olaoluwa did sorting of PSS availability for different unit.
4. Olaoluwa did sorting of permission letters

**Tuesday**

1. Olaoluwa did check on poultry cover system repairs at pen 1, 2 and 3.
2. Personal development.
3. Olaoluwa did updating of payroll names.
4. Olaoluwa updated of staff names.
5. Olaoluwa sorted out vehicle availability for different unit.

**Wednesday**

1. Olaoluwa did sorting of PSS availability for different unit.
2. Olaoluwa did sorting of logistics for different unit.
3. Olaoluwa did check on poultry cover system repairs at pen 1, 2 and 3.
4. Personal development.

**Thursday**

1. Olaoluwa updated payroll names.
2. Personal development.
3. Olaoluwa checked on worker’s welfare in hostels.
4. Olaoluwa did typing, printing and filing of documents.
5. Olaoluwa did sorting of exit letters.

**Friday**

1. Olaoluwa did design of booking templates.
2. Olaoluwa went to the market for park kitchen and park shop restock
3. Head count.

**Saturday**

1. Olaoluwa did sorting of logistics for different unit.
2. Olaoluwa did updating of payroll for August**.**
3. Compiling of weekly report.