
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF ECONOMICS AND MANAGEMENT
WABWIRE DAVISON
BU/UP/2023/3630

INTERNSHIP REPORT AT TAN DISTRIBUTORS
FROM 12TH MAY TO 11TH JULY 2025
INTERNSHIP REPORT SUBMITTED TO THE FACULTY OF
MANAGEMENT SCIENCES DEPARTMENT OF ECONOMICS AND
MANAGEMENT IN PARTIAL FULFILLMENT
OF THE REQUIREMENTS FOR THE AWARD OF
A BACHELOR'S DEGREE OF BUSINESS
ADMINISTRATION OF BUSITEMA
UNIVERSITY

AUGUST 2025

DECLARATION

DECLARATION

I Wabwire Davison do declare that I have written this internship report and has been compiled and produced out of my personal exposure and findings from TAN Distributors. And I am sure this report has never been submitted to any institution of higher learning for the award of Bachelors Degree of Business Administration.

Signature.....

WABWIRE DAVISON

Date.....1/09/2025

APPROVAL

APPROVAL

This is to clarify that **WABWIRE DAVISON** of Registration **BU/UP/2023/3630** student of Busitema University was attached to TAN Distributors and has successfully completed a two months industrial training. We have carefully read the content of this report and we recommend this report be submitted to Busitema University for assessment and award of marks.

Signature
MR. Kambo Rogers

(Field supervisor)

Date: 1st / 9 / 25



Signature.....

MR. Oringo Jonah

(Academic supervisor)

Date: 3rd / 09 / 2025

DEDICATION

I would like to sincerely express my gratitude to **the almighty God** who gifted me with life, protection, wisdom, patience and the ability to do and complete my internship.

I dedicate this piece of work to all my parents Mr. Juma Fredrick and Ms. Ajiambo Florence for their moral and financial support towards my academic journey. I do also dedicate it to my sister Nabwire Anent and my brother Ouma jophiter for their persistent support.

I also dedicate this work to all people whom I worked hand in hand with and to those who gave me inspiration throughout my training and academic life.

ACKNOWLEDGEMENT

Firstly I would like to sincerely express my gratitude to **the almighty God** who gifted me with life, protection, wisdom, patience and the ability to do and complete my internship.

Secondly, I would like to extend my sincere gratitude to the management of TAN Distributors Pallisa branch for granting me an opportunity to train with them, am grateful for the commitment and willingness to help and guide me through the entire internship training. Without their untiring help and cooperation with regards to obtaining data of various books of accounts, this report wouldn't have been possible to finish.

Special appreciation goes to my field supervisor who is also the manager **Mr. Kambo Rogers** for the effort he has put in to ensure that I gain the required knowledge and information about my career.

Gratitude goes to my parents **Mr. Juma Fredrick** and **Mrs. Ajjambo Florence** and my dear brothers and sisters for the support during the internship exercise.

TABLE OF CONTENTS

Contents

DECLARATION	ii
APPROVAL	iii
DEDICATION	iv
ACKNOWLEDGEMENT	v
TABLE OF CONTENTS.....	vi
LIST OF ACRONYMS	viii
EXECUTIVE SUMMARY	ix
CHAPTER ONE	1
INTRODUCTION	1
1.0. Location and Description of the place.....	1
1.1 Location and description of place of field attached.	1
1.2.1 Description of place of attachment.....	1
1.1.2 Vision	2
1.1.3 Mission	2
1.1.4 Goals and objectives of TAN Distributors	2
1.3 Structure of the organization.	3
1.4 Tasked carried out by the place attached to community	4
CHAPTER TWO	5
MAIN BODY OF THE REPORT.	5
2.1 Description of work carried out	5
2.2. Duties and responsibilities assigned and how they were carried out.	5
2.2.1. Duties I was tasked to do at TAN Distributors company.....	5
2.2.2. Responsibilities assigned during my internship	6

2.2.3. How I performed duties and responsibilities assigned.....	7
2.4.The relationship between internee and other staffs and supervisors.	9
CHAPTER THREE	12
CONCLUSIONS	12
CHAPTER FOUR.....	14
RECOMMENDATIONS.....	14
4.1 Recommendations for improving Internship Training at TAN Distributors company	14
4.2 Recommendation to improve internship at University	14
For improving Internship training at Busitema University.....	14

LIST OF ACRONYMS

CCO	Customer Relationship of officer
DSO	Direct Sales Offices
SMEs	Small and Medium Enterprises.
LPO	Local Purchase Order.
RTGs	Real Time Gross Settlement.
EFT	Electronic Funds Transfer.
CSO	Customer Service Officer.
CRO	Customer Relationship Officer.

EXECUTIVE SUMMARY

Internship is a period of work experience offered by organizations to give students and graduates exposure to the working environment often within a specific industry which relates to their field of study.

It can also be referred to as an experience that should enhance a student's academic career & personnel development supervised by a professional in the field.

My internship report therefore comprises of the introduction of the report with a brief description and location of place of attachment, its objectives as well as activities done by the organization.

The internship report will also explain the activities, tasks and responsibilities assigned during the internship period such as;

Account opening, handling customer inquiries, making daily reports, making requisitions, crediting and debiting accounts, making accountabilities for the money used, making cashbook analysis.

The report will further discuss the challenges and limitations, which I went through and experienced during my internship period with TAN Distributors such as lack of transport, slow internet network, language barrier, lack of lunch, strict dressing code.

In Conclusion, TAN Distributors is a place full of opportunities for internship exercise and of a great importance for the interns.

The report will also have a summary of key issues during intern as well as the recommendations for both the university and TAN Distributors.

Lastly the report will also have references and Appendices

CHAPTER ONE

INTRODUCTION

1.0. Location and Description of the place.

An internship report is one of the major tools required for the award of a bachelor's degree in business administration at Busitema University. It is of high value in that it helps the student to apply lecture work in actual practical work, gain potential knowledge and exercise good relationship at the work place.

Internship is a work-related learning experience that provides a student with the chance to gain important knowledge and skills in a career related field that is or not directly related to their academic study.

An internship provides exposure to career fields of interest without making a permanent commitment. It is compulsory for every student pursuing any Bachelor's Degree in Business Administration in the Faculty of Management Sciences, Department of Economics and Management at Busitema University, it is carried out for a period of eight weeks (two months).

1.1 Location and description of place of field attached.

The internship was carried out at TAN Distributors, Pallisa Branch, located in the Eastern part of the country Pallisa town, Gogonyo road.

TAN Distributors has its headquarters in Mbale city along Busamaga road Plot 35HH+9FH Soroti -Mbale Avenue where all activities start from, in the eastern part of Uganda .

1.2.1 Description of place of attachment.

The organization is known as TAN Distributors. It is headed by Sanje Tana as the managing director.

TAN Distributors Pallisa branch where i did my internship from is headed by the branch manager **Mr. kambo Rogers** who is also my field supervisor.