



**A
TECHNICAL REPORT ON
STUDENTS INDUSTRIAL WORKING EXPERIENCE SCHEME
(SIWES)**

**HELD AT
FLORA SOIL NUTRIENT LIMITED
KM7 ILORIN AFON ROAD ASA L.G.A KWARA STATE**

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DEDICATION

I dedicate this technical report to the Almighty God, the giver of knowledge, wisdom and who is rich in mercy.

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CHAPTER ONE

1.1 INTRODUCTION TO SIWES

Students Industrial Work Experience Scheme (SIWES) is a Skills Training Program designed to prepare and expose Students of Universities, Polytechnics, Colleges of Technology, Colleges of Agriculture and Colleges of Education for the Industrial Work situation they are likely to meet after graduation. The Scheme affords Students the opportunity of familiarizing and exposing themselves handling equipment and machinery that are usually not available in their institutions.

1.2 HISTORY OF SIWES

The Students' Industrial Work Experience Scheme (SIWES) was initiated in 1973 by the Federal Government of Nigeria under the Industrial Training Fund (ITF) to bridge the gap between theory and practice among products of our tertiary Institutions. It was designed to provide practical training that will expose and prepare students of Universities, Polytechnics, and Colleges of Education for work situation they are likely to meet after graduation.

Before the establishment of the scheme, there was a growing concern among the industrialists that graduates of institutions of higher learning lacked adequate practical background studies preparatory for employment in industries. Thus, the employers were of the opinion that the theoretical education going on in higher institutions was not responsive to the needs of the employers of labour.

As a result of the increasing number of students' enrolment in higher institutions of learning, the administration of this function of funding the scheme became enormous, hence ITF withdrew from the scheme in 1978 and was taken over by the Federal Government and handed to National Universities commission (NUC), National Board for Technical Education (NBTE) and National Commission for Colleges of Education (NCCE). In 1984, the Federal Government reverted back to ITF which took over the scheme officially in 1985 with funding provided by the Federal Government.

1.3 OBJECTIVES OF THE PROGRAMME

The specific objectives of SIWES are to:

- Provide placements in industries for students of higher institutions of learning approved by relevant regulatory authorities (NUC, NBTE, NCCE) to acquire work experience and skills relevant to their course of study
- Prepare students for real work situation they will meet after graduation.
- Expose students to work methods and techniques in the handling of equipment and machinery that may not be available in schools.
- Make transition from school to the labour market smooth and enhance students' conduct for later job placement
- Provide students with the opportunity to apply their knowledge in real life work situation thereby bridging the gap between theory and practice
- Strengthen employer involvement in the entire educational process and prepare students for employment in industry

CHAPTER TWO

ORGANIZATION OVERVIEW

2.1 History and Overview of Flora Soil Nutrient Limited

Flora Soil Nutrient Limited is a leading manufacturer of premium-grade NPK fertilizers, strategically positioned at KM7, Ilorin Afon Road, Asa LGA, Kwara State, Nigeria. The company specializes in the blending, packaging, and distribution of high-quality fertilizers designed to enhance soil fertility and maximize agricultural productivity.

With a strong commitment to innovation and sustainability, Flora Soil Nutrient Limited has established itself as a trusted partner for farmers, agro-dealers, and large-scale agricultural enterprises. By leveraging cutting-edge technology and adhering to industry best practices, the company ensures that its fertilizers meet international quality standards, providing essential nutrients to a wide variety of crops.

The company operates with a mission to bridge the gap in soil nutrient deficiency, empowering farmers with tailored fertilizer solutions that enhance crop yield, soil health, and overall agricultural efficiency. Through continuous research, quality control measures, and customer-focused strategies, Flora Soil Nutrient Limited is contributing significantly to Nigeria's agricultural sector and food security.

2.2 Products and Services

Flora Soil Nutrient Limited produces a diverse range of NPK fertilizer formulations, specifically blended to meet the nutritional needs of different soil types and crops. These formulations include:

- **20-10-10** – A balanced formulation ideal for enhancing crop growth and soil fertility.
- **20-10-10+S** – Enriched with sulfur (S) to improve plant metabolism and resistance.
- **15-15-15** – A uniform blend suitable for general-purpose farming.
- **15-15-15+S** – Infused with sulfur to enhance soil microbial activity and crop resilience.
- **20-10-5+S** – A specialized mix for improved nitrogen and potassium uptake.
- **20-10-5** – Designed for crops requiring moderate potassium levels.

- **3-3-45+2Mg+B** – A high-potassium formulation with added magnesium (Mg) and boron (B), essential for fruiting and flowering plants.

In addition to fertilizer production, Flora Soil Nutrient Limited provides:

- Fertilizer blending and packaging services for bulk buyers and agro-industries.
- Technical support and consultation on fertilizer application techniques.
- Distribution and logistics solutions for efficient supply chain management.

2.3 Organizational Structure

Flora Soil Nutrient Limited operates through a well-defined organizational structure that facilitates efficient workflow, accountability, and strategic decision-making.

1. **General Management:** At the helm of operations is the General Manager (GM), responsible for setting the company's strategic direction and overseeing production, sales, finance, and administrative functions. The GM ensures that all departments align with the company's mission, vision, and growth objectives.
2. **Production Department:** This department is responsible for fertilizer blending, processing, and packaging. Led by the Production Manager, it ensures that the right formulations are produced under strict quality control standards. The department also oversees the maintenance of production machinery and adherence to safety regulations.
3. **Quality Control Department:** Quality assurance is a core focus of Flora Soil Nutrient Limited. The Quality Control (QC) team conducts laboratory tests, random sampling, and compliance checks to ensure that all fertilizer products meet regulatory and industry standards before distribution.
4. **Procurement Department:** The Procurement Department is responsible for sourcing raw materials, including Urea, MOP, DAP, Granulated Sulfate Gas, Borax, Dolomite, and Limestone. The department ensures that there is a steady supply chain, minimizing production downtime while negotiating favorable terms with suppliers.
5. **Sales and Marketing Department:** This department plays a critical role in promoting and distributing fertilizers to farmers, agro-dealers, and large-scale agricultural businesses. The team educates customers on fertilizer application, conducts market research, and builds strategic partnerships to expand the company's reach.

6. **Finance and Accounting Department:** The Finance and Accounting team manages the company's financial activities, including:

- Budgeting and financial planning
- Payroll processing
- Supplier payments and expense tracking
- Compliance with regulatory financial policies

This department ensures financial transparency, profitability, and efficient resource allocation, supporting the company's long-term sustainability.

CHAPTER THREE

DESCRIPTION OF WORK DONE

3.1 Department Assigned

During my Students Industrial Work Experience Scheme (SIWES) at Flora Soil Nutrient Limited, I was assigned to the Business Administration and Warehouse Management Department. This department is central to the company's operations, ensuring efficient resource utilization, inventory control, financial record-keeping, payroll management, and customer service excellence.

Business Administration Overview

Business administration is the process of planning, organizing, directing, and controlling business activities to achieve organizational goals efficiently. It encompasses financial management, human resource coordination, marketing, logistics, and administrative services to ensure smooth business operations.

At Flora Soil Nutrient Limited, my administrative role included:

- Maintaining accurate financial records through payroll processing and transaction documentation.
- Managing procurement and supplier relations to support production efficiency.
- Handling customer service and sales transactions to ensure seamless client engagement.
- Utilizing digital tools and office equipment to enhance administrative workflow.

Warehouse Management Overview

Warehouse management involves overseeing the storage, tracking, and movement of goods within an organization to ensure efficiency in supply chain operations. This includes inventory control, order fulfillment, procurement coordination, and compliance with safety regulations.

My role in warehouse management included:

- Monitoring stock levels to ensure the availability of raw materials and finished products.

- Conducting inventory audits to track product inflow and outflow.
- Using digital inventory systems for real-time stock updates and data analysis.
- Coordinating with suppliers and customers to streamline distribution and sales operations.

This dual-role placement provided me with a comprehensive understanding of business operations, supply chain management, financial accountability, and digital administrative solutions, preparing me for advanced roles in corporate management and entrepreneurship.

3.2 Business Administrative Work Done and Activities Engaged In

1. Inventory and Stock Management

Inventory management is the systematic approach to sourcing, storing, and selling raw materials and finished goods to ensure uninterrupted production and sales processes. It involves the use of inventory control systems, stock audits, and forecasting techniques to optimize business operations.

At Flora Soil Nutrient Limited, I actively participated in:

- Recording the inflow and outflow of raw materials such as Urea, MOP, DAP, Granulated Sulfate Gas, Borax, Dolomite, and Limestone.
- Maintaining digital inventory records using inventory management software for real-time tracking.
- Conducting periodic stock audits to reconcile discrepancies and prevent stock shortages.
- Implementing FIFO (First-In-First-Out) stock rotation to optimize product shelf life and prevent losses.

This experience enhanced my analytical skills, attention to detail, and ability to use digital tools for inventory management.

2. Sales Operations and Customer Service

Sales operations refer to the strategic management of customer transactions, order processing, and revenue tracking to maximize business profitability. Effective customer service ensures client satisfaction, loyalty, and business growth.

At the company, I was responsible for:

- Processing customer transactions through manual invoicing and Point of Sale (POS) systems.
- Issuing receipts and invoices, ensuring accurate documentation of sales.
- Providing product knowledge and advisory services to customers on fertilizer selection.
- Coordinating sales deliveries by working closely with logistics personnel.

This role sharpened my interpersonal skills, financial transaction accuracy, and ability to handle sales operations in a professional setting.

3. Payroll and Financial Record-Keeping

Payroll management involves calculating employee salaries, tracking deductions, and ensuring compliance with financial regulations. It is a crucial aspect of business administration as it ensures employee satisfaction and proper financial planning.

At Flora Soil Nutrient Limited, I assisted in:

- Calculating employee salaries and processing deductions (such as taxes and pension contributions).
- Updating payroll records using financial management software.
- Managing financial documentation, including payslips, vouchers, and budget reports.
- Tracking company expenses and assisting in financial forecasting.

This exposure deepened my knowledge of corporate finance, budgeting, and accounting principles.

4. Procurement and Documentation Management

Procurement refers to the acquisition of goods and services needed for business operations. Effective procurement management ensures cost efficiency, supplier reliability, and continuous production.

My responsibilities included:

- Verifying supplier invoices and purchase orders for accuracy.
- Documenting procurement transactions and ensuring compliance with company policies.
- Tracking supplier performance and delivery schedules to avoid stock shortages.

This enhanced my understanding of supply chain management, procurement negotiations, and vendor relationship management.

5. General Office Administration

Office administration involves coordinating business processes, managing records, scheduling activities, and ensuring an organized workflow.

I was actively engaged in:

- Scheduling business meetings and maintaining correspondence records.
- Managing digital and manual filing systems for document security and retrieval.
- Operating office equipment (printers, scanners, copiers) to process and document reports.
- Archiving financial and inventory data for future reference and audits.

This improved my time management, organizational skills, and proficiency in administrative technology.

3.3 Equipment and Digital Tools Used

1. Business and Financial Management Tools

- **Computer System** – Used for inventory tracking, payroll processing, and data analysis.



- **Point of Sale (POS) Machine** – Facilitated financial transactions and payment processing.



- **Printers, Scanners, and Photocopiers** – Used for document preparation, invoicing, and record-keeping.



- **Digital Scale** – Used for weighing fertilizer products before dispatch.
- **Payroll Software** – Assisted in salary computation, deductions, and payroll record updates.
- **Manual and Digital Record Books** – For stock documentation and sales tracking.
- **Calculators** – For financial calculations, stock reconciliation, and invoice preparation.

CHAPTER FOUR

SKILLS ACQUIRED AND GROWTH DURING SIWES

4.1 Skills Acquired

During my SIWES training at Flora Soil Nutrient Limited, I acquired a comprehensive set of business administration, warehouse management, financial, and digital skills essential for professional growth. These skills are categorized into technical, digital, and soft skills, all of which contributed significantly to my academic, personal, and career development.

4.1.1 Technical and Administrative Skills

1. Business Administration and Office Management

Business administration involves coordinating resources, processes, and people to achieve organizational efficiency. At Flora Soil Nutrient Limited, I developed administrative skills by:

- Handling business correspondence, such as preparing memos, reports, and internal documentation.
- Managing office schedules and appointments to ensure smooth daily operations.
- Organizing and maintaining company records, both digital and physical, to ensure data accessibility.
- Overseeing transaction documentation by issuing receipts, invoices, and purchase orders for accountability.
- Ensuring compliance with company policies regarding procurement, sales, and warehouse safety protocols.

These experiences strengthened my organizational, leadership, and documentation skills, making me proficient in office administration and workflow management.

2. Inventory and Warehouse Control

Inventory management is a critical component of business logistics, ensuring the availability of products without excessive stockpiling or shortages. My responsibilities included:

- Tracking inventory movement, including the inflow of raw materials and the outflow of finished products.
- Maintaining stock records using both manual and digital systems to ensure accuracy.
- Conducting physical stock counts to compare recorded and actual stock levels.
- Implementing FIFO (First-In, First-Out) and LIFO (Last-In, First-Out) stock rotation principles.
- Collaborating with procurement officers to ensure timely replenishment of raw materials.

By working closely with warehouse supervisors, I gained expertise in inventory reconciliation, stock optimization, and loss prevention strategies.

3. Financial and Payroll Management

Payroll management is a fundamental aspect of business administration that ensures accurate salary computation, benefits distribution, and financial compliance. My involvement in financial activities included:

- Assisting in payroll calculations by updating employee wage records, overtime payments, and statutory deductions (e.g., pension and tax contributions).
- Recording financial transactions, such as sales revenue and supplier payments, for bookkeeping purposes.
- Processing customer transactions through the Point of Sale (POS) system and issuing receipts.
- Preparing financial summaries and reports for management to track company expenses and revenue.
- Reconciling daily financial records, ensuring that cash flow statements and sales records matched.

These experiences improved my accounting knowledge, attention to detail, and ability to handle financial documentation with precision.

4. Procurement and Vendor Management

Procurement is the process of acquiring goods and services to sustain business operations. I gained procurement experience by:

- Reviewing purchase orders to confirm compliance with company policies.
- Verifying supplier invoices and delivery notes to ensure accuracy in procurement transactions.
- Monitoring supplier performance by tracking delivery timelines and material quality.
- Participating in cost analysis by comparing supplier quotations for cost-effective decision-making.

Through these responsibilities, I developed negotiation, cost-analysis, and contract management skills, essential for procurement and supply chain management.

4.1.2 Digital and Technological Skills

1. Inventory and Stock Management Software

I used digital inventory management systems for:

- Real-time stock updates, ensuring accurate warehouse records.
- Tracking product movement and generating stock reports.
- Forecasting demand based on sales trends, helping in procurement planning.

2. Point of Sale (POS) System

The POS machine was used for:

- Processing transactions efficiently, ensuring seamless customer service.
- Tracking daily sales records for financial reporting.
- Generating electronic receipts for customers.

3. Office Equipment Usage

I became proficient in operating essential office equipment, including:

- Printers and scanners – For printing invoices, contracts, and other business documents.
- Photocopiers – For duplicating records and official reports.
- Digital weighing scales – For accurately measuring fertilizers before dispatch.
- Barcode scanners – For tracking inventory during stocktaking.

4. Data Entry and Financial Documentation

I enhanced my data entry accuracy and analytical skills by:

- Recording financial transactions in spreadsheets and accounting software.
- Updating payroll systems to ensure employee salary accuracy.
- Managing supplier records, tracking delivery schedules, and verifying invoices.

These digital skills prepared me for modern business environments, where technology-driven operations and data management are essential for success.

4.1.3 Soft Skills Acquired

1. Critical Thinking and Problem-Solving

Business administration involves analyzing situations, making informed decisions, and solving operational challenges. I developed problem-solving skills by:

- Identifying discrepancies in stock records and resolving inventory mismatches.
- Handling customer inquiries and complaints professionally, ensuring client satisfaction.
- Troubleshooting financial inconsistencies, such as reconciling daily cash reports.

2. Effective Communication and Teamwork

Collaboration is essential in business operations. I improved my communication skills by:

- Interacting with suppliers and customers to ensure smooth transactions.
- Coordinating with different departments, including finance, procurement, and sales.
- Drafting official correspondence, such as invoices and stock reports.

3. Attention to Detail and Accuracy

Working in financial documentation, inventory control, and procurement management required precision. I developed:

- High accuracy in data entry, ensuring records were error-free.
- Strict compliance with financial regulations, minimizing risks of mismanagement.
- Systematic documentation techniques, improving information retrieval and auditing processes.

4. Time Management and Multitasking

Handling multiple responsibilities in administration, inventory, and finance taught me:

- How to prioritize tasks efficiently, meeting deadlines without compromising quality.
- The ability to handle concurrent responsibilities, such as assisting in payroll management while maintaining warehouse records.
- Adaptability in a fast-paced business environment, ensuring optimal performance under pressure.

3.4.4 Personal and Professional Growth

- **Professional Growth:** I gained practical experience in business operations, which has strengthened my understanding of finance, inventory control, procurement, and sales management.
- **Personal Growth:** The experience boosted my confidence, teamwork abilities, and leadership skills, preparing me for future managerial roles.
- **Career Preparedness:** With hands-on experience in business administration, warehouse logistics, and digital financial systems, I am now well-equipped to excel in a corporate setting or entrepreneurial venture.

CHAPTER FIVE

CHALLENGES, SOLUTIONS, CONCLUSION AND RECOMMENDATION

5.1 Challenges Encountered During the SIWES Program

During my SIWES training at Flora Soil Nutrient Limited, I encountered several challenges that tested my adaptability and problem-solving skills:

- 1. Complexity of Warehouse Operations:** Initially, understanding the inventory management process, stock categorization, and record-keeping system was challenging. Adjusting to the structured flow of materials, stock levels, and warehouse documentation required time and effort.
- 2. High Volume of Transactions:** Managing large stock inflows and outflows during peak periods demanded efficiency and accuracy in record-keeping and customer service. Ensuring that all transactions were properly documented while handling multiple tasks at once was a key challenge.
- 3. Learning Digital Inventory and Financial Systems:** Adapting to inventory management software, financial recording tools, and POS systems required a steep learning curve. Mastering these digital tools was essential for efficient warehouse and financial management.
- 4. Balancing Multiple Responsibilities:** Handling inventory documentation, sales records, procurement tracking, and payroll support required effective time management and multitasking skills to meet daily operational demands.

5.2 Conclusion

The Student Industrial Work Experience Scheme (SIWES) at Flora Soil Nutrient Limited provided a valuable opportunity to apply theoretical knowledge of business administration in a practical setting. Through hands-on experience in warehouse management, inventory control, financial documentation, payroll processing, procurement, and customer service, I gained a deeper understanding of business operations and administrative functions.

The training exposed me to digital inventory management systems, POS transactions, financial record-keeping, and office equipment usage, improving my technical and analytical skills.

Additionally, I developed essential soft skills such as teamwork, problem-solving, communication, and time management, which are critical for professional success.

Despite facing challenges such as adapting to warehouse operations, handling high transaction volumes, and mastering digital tools, I overcame them through practical engagement, mentorship, and continuous learning. These experiences have significantly enhanced my business acumen, improved my administrative capabilities, and prepared me for future roles in corporate management and entrepreneurship.

Overall, my SIWES training bridged the gap between academic learning and industry expectations, equipping me with practical knowledge, professional competencies, and career readiness in the field of business administration and management.

5.3. Recommendations

To enhance the effectiveness of SIWES training and improve workplace efficiency, the following recommendations are suggested:

1. **Advanced Digital Training:** Introducing structured training on inventory management software, financial tools, and digital record-keeping before deployment will help interns adapt faster to warehouse and administrative roles.
2. **Automation of Warehouse Processes:** Implementing automated inventory tracking systems and barcode scanners will reduce errors, improve efficiency, and streamline stock management.
3. **Exposure to Multiple Business Departments:** Rotational training across sales, finance, procurement, and customer service will provide interns with a more holistic business administration experience, improving their knowledge and skill set.
4. **Structured Mentorship and Supervision:** Assigning trainees to experienced supervisors will ensure better guidance, quicker learning, and improved performance in business operations.