



## **FMM Institute** (*Centre for Professional Development*)

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur  
Tel: 03-62867200 Fax: 03-62776712 E-mail: [nora@fmm.org.my](mailto:nora@fmm.org.my) / [norsvamira@fmm.org.my](mailto:norsvamira@fmm.org.my)

### **FMM CERTIFICATE IN PROCUREMENT AND INVENTORY MANAGEMENT**

SBL Scheme

This programme enables participants to understand the roles and functions of purchasing/procurement and inventory management in order to maximise profit and productivity. Participants will be equipped with the ability to find the right supplies at the best prices without sacrificing quality and service.



#### **WHO SHOULD ATTEND**

This course is specially designed for executives, officers, assistants and clerks who are involved in areas of Procurement and / or Inventory Management. It is also suitable for those who are planning to venture into this field of specialisation.

#### **ADMINISTRATIVE DETAILS**

Dates : **Aug 4, 5,11, Sept 22 & 23, 2018**  
Time : 9.00 am – 5.00 pm  
Venue : **FMM Institute**  
Wisma FMM  
No.3, Persiaran Dagang, PJU 9  
Bandar Sri Damansara  
52200 Kuala Lumpur

Fees : FMM Member **RM2, 400 per pax**  
Non Member **RM2, 900 per pax**  
(*Refreshment and Lunch will be provided*)

#### **COURSE OBJECTIVES**

- Understand the functions of purchasing and purchasing support tools
- Examine the various elements involved in making purchasing decisions
- Apply negotiation techniques in effectively executing the task of getting the best deal in purchasing of materials and services
- Develop skills in inventory management

#### **COURSE STRUCTURE**

Number of Contact Days: 5 days

Lecture Days : Saturday & Sunday

#### **AWARD OF CERTIFICATION**

Upon successful completion of the course and its coursework, participants will be awarded the **Certificate of Achievement**. Participants who have attended at least 80% of the programme will be awarded a **Certificate of Attendance**.

*All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7-13 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.*



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### **COURSE CONTENTS**

Module 1 – Overview of Purchasing, Purchasing Modes and Organisation

Module 2 – Procedures, Documentation and Records

Module 3 – The Economics of Purchasing and Support Tools

Module 4 – Negotiation Techniques, Sourcing and Approaches to Supply

Module 5 – Cost, Prices and Value Analysis

Module 6 – Computer-Based Purchasing Systems and Purchasing Quality

Module 7 – Inventory and Least Total Cost Logistics

### **TRAINER PROFILE**

**Mr. Devindran Raju** is a Freelance Corporate Trainer specializing in the area of Supply Chain Management. He obtained his Bachelor of Business Administration Degree (Hons.) from Universiti Utara Malaysia (UUM). He is currently pursuing his MSc. (Management) with Universiti Utara Malaysia. Devindran Raju is a Certified Trainer by PSMB (HRDF).

Mr. Devindran is highly motivated and knowledgeable Trainer with more than 18 years of experience in Supply Chain Management. He has held various managerial positions with several multi-national corporations and his previous position was Senior Logistics Manager with Alps Group. He has vast experience spanning numerous clients and various industries such as FMCG, Electric, Electronics, Automotive, Manufacturing, Forwarding and 3rd Party Logistics.

Mr. Devindran has researched and designed training programs in the areas of Logistics, Procurement, Shipping, Warehousing, Project Management, Regulatory-Custom Act, Freight Forwarding and IPC Operations. Apart from this, he also excels in Management and Productivity Improvements Trainings such as 5S (Housekeeping), Kaizen, Customer Service, Trading Business Operations and Soft Skills.

Mr. Devindran is a much sought after trainer due to his frank, candid, interesting and humorous way of presenting his talk. He has the ability to relate to all levels of people, straight forward approach in conducting his seminars and presentations. He has the passion to captivate participants' engagement and aspires to be the trainer of first choice. Besides English, he is also fluent in Bahasa Malaysia which enables him to conduct trainings in Bahasa Malaysia if required.



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GST Registration No: 001764515840

Private and Confidential  
(475427-W)

## REGISTRATION FORM

### FMM CERTIFICATE IN PROCUREMENT AND INVENTORY MANAGEMENT

Saturday & Sunday Date: **Aug 4, 5,11, Sept 22 & 23, 2018**

Venue : FMM Institute, Kuala Lumpur

(To be completed in BLOCK LETTERS)

#### A. PERSONAL PARTICULARS

Full Name (Mr/Ms) : \_\_\_\_\_ NRIC No. : \_\_\_\_\_

Designation : \_\_\_\_\_ Name of Company : \_\_\_\_\_

Permanent Address : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_  
(if different from permanent address)

Tel No. (H) : \_\_\_\_\_ (O) : \_\_\_\_\_ Fax No. : \_\_\_\_\_

E-mail Address : \_\_\_\_\_ H/P No: \_\_\_\_\_

Date of Birth : \_\_\_\_\_ Sex : \_\_\_\_\_ Age : \_\_\_\_\_ Nationality : \_\_\_\_\_ Race : \_\_\_\_\_

#### B. EDUCATIONAL BACKGROUND

Name of School / Institution	Years Attended		Highest Qualification Obtained
	From	To	
Secondary : _____	_____	_____	_____
College / University : _____	_____	_____	_____
Any Special Professional Course : _____	_____	_____	_____

#### C. SPONSORSHIP

Company Sponsored       Self-Sponsored      Please Tick (√)

#### D. SUBMITTED BY (To be filled if sponsored by company)

HRDF Contributor       Non Contributor      Please Tick (√)

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address : \_\_\_\_\_

Tel No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_ E-mail Address : \_\_\_\_\_

FMM Membership No: \_\_\_\_\_ My Corporate Identity No : \_\_\_\_\_ GST Registration No: \_\_\_\_\_

#### E. DECLARATION

**I hereby declare that the information provided is correct and complete.**

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

**Please fax or mail the registration form to:**

Pn Nora Liza / Pn Norsyamira

Tel : 03-62867200 Fax : 03-62776712

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