



# 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 Warehouse Management

SBL Scheme

The programme is a professional development course to provide skills and knowledge in the operations of the store and warehouse management in an organisation.



### WHO SHOULD ATTEND

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

### 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**.

### COURSE OBJECTIVES

- Define warehouse management, and inter-departmental relationships
- Describe the warehouse operation, warehouse storage systems and conventional storage methods
- Plan warehouse improvement programme
- Carry out warehouse measurements and effective stocktaking and facility development
- Organise warehouse in view of manpower management and profitability

### COURSE STRUCTURE

Number of Contact Days : 5 days

Lecture Days : Saturday & Sunday

### 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, 544 per pax**  
FMM Non Member **RM3, 074 per pax**

*(Inclusive of GST, training materials, examination fees & refreshment)*



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## COURSE CONTENTS

Module 1 – Introduction to Warehouse Management and Warehouse Operations

Module 2 – Packing and Picking Operations

Module 3 – Warehouse Measurement Techniques

Module 4 – Warehouse Improvement and Effective Stocktaking

Module 5 – Development of Facility and Warehouse

## TRAINER PROFILE

**Pn Siti Zaleha Ismail (740705-05-5188)** possesses an MBA from UKM, a BBA (Hons) in Retail Management and a Diploma in Banking, both from UiTM. She has more than 15 years of working experience in the fields of training and development, retail, purchasing and procurement. She began her career with Guardian Pharmacy as a Retail Executive and moved on to PLUS Expressway Bhd as the Management Executive (Contract & Procurement) and grew steadily to be the Assistant Manager of Purchasing and Inventory. After leaving PLUS Expressway, she moved on to an Oil and Gas Services Company as the Head of Department/Deputy Senior Manager Group Human Resources. Pn Siti has been actively involved in public training since 2003 and her area of expertise includes Organisational Development/Change Management, Training & Development, Purchasing, Supply Chain Management, Logistic Management and Retail Management. She was the Internal Trainer for PLUS Expressway and has conducted numerous purchasing and inventory related for its employees. On top of that, she was also invited to conduct training on Mind Aviation/Motivational and Cross Cultural, Gender & Religion for National Service Programme. She is also a part-time Lecturer for Open University Malaysia and Institute Putra, Malacca.



**REGISTRATION FORM**

**CERTIFICATE IN WAREHOUSE 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)

SBL     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: \_\_\_\_\_

**Payment Advice:**  
Enclosed cheque/bank draft No. \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant(s) made in favour of "FMM Institute".

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

Pn Nora Liza / Pn Norsyamira                      Tel : 03-62867200    Fax : 03-62776712  
Wisma FMM, No 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur.  
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