



FMM Institute (Centre for Professional Development)

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur
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FMM Certificate in Warehouse Management

SBL Scheme

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

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

WHO SHOULD ATTEND

This course is specially designed for executives, officers, supervisors, and clerical staff 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 **FMM Certificate in Warehouse Management**. 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

ADMINISTRATIVE DETAILS

Dates : **Feb 11, 18, 19, 25 & 26, 2017**

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 - RM 2,120 (inclusive of 6% GST)**
Non Member – RM 2,544 (inclusive of 6% GST)
(Fees include course materials, lunch and refreshments)

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 subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subject to a 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.

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

FMM CERTIFICATE IN WAREHOUSE MANAGEMENT

Saturday & Sunday Dates: **February 11, 18, 19, 25 & 26, 2017** 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 From To	Highest Qualification Obtained
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: _____

Please submit the Registration Form and supporting documents to:

Siti Nazihah / 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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