OPERASI STOR DAN GUDANG

Course Content

PENGURUSAN MATERIAL
• Fungsi Pengurusan Material
• Pengurusan Material dan Keuntungan Syarikat
• Pulangan Pelaburan

HUBUNGAN PENGURUSAN MATERIAL & OPERASI STOR / GUDANG
• Definisi Stor & Gudang
• Peranan Stor & Gudang
• Objektif Pengurusan Gudang
• Tahap Pencapaian Ekonomi (Economic Performance)
• Pegangan Stok

PENERIMAAN & PEMERIKSAAN BARANGAN
• Jabatan yang Terlibat
• Jenis-Jenis Penerimaan
• Kualiti dan Kuantiti
• Prosedur Penerimaan
• Dokumen yang Terlibat

PROSEDUR PENGENULAIAN BARANGAN
• Jenis Pengeluaran
• Prosedur Pengeluaran
• Dokumen yang Terlibat

KEPERLUAN TERHADAP LOKASI DALAM STOR / GUDANG
• Faktor Menentukan Lokasi Stor
• Ciri-Ciri Kedudukan Susunan Barang yang Baik
• Cara Pemilihan Lokasi
• Sistem Lokasi Rawak
• Sistem Lokasi Tetap
• Sistem FSM
• Sistem XYZ
• Sistem VED

TUGAS & TANGGUNGJAWAB PENGENDALI GUDANG
• Tanggung Jawab Material Controller

• Kelebihan Stok / Inventori Control
• Perancangan Material / Stok
• Teknik Perancangan Material / Stok
• Faktor Penentu Pegangan Stok
• Teknik Gantian Stok

JENIS-JENIS SISTEM KAWALAN STOK
• Jenis-Jenis Stok
• Polisi Tempahan dan Sistem Kawalan Stok
• Faktor Menentukan Tahap Pegangan
• Rancangan Pengeluaran
• Faktor Harga
• Permintangan Pengeluaran

KEPERLUAN KEPADA PEMERIKSAAN & PENGIRAAN STOK
• Strategi Pemeriksaan & Pengiraan Stok
• Sebab, Keperluan & Kelebihan Kepada Pemeriksaan & Pengiraan Stok
• Jenis-Jenis Pemeriksaan & Pengiraan Stok
• Dokumen yang Terlibat

CIRI-CIRI KESELAMATAN DI DALAM STOR / GUDANG
• Keperluan Kepada Ciri-Ciri Keselamatan
• Kemudahan Asas Kebakaran
• Kebersihan Stor / Gudang
• Sistem SS
• Seiri
• Seiso
• Shitsuke
• Seiton
• Seiketsu

Dear Sir / Madam

Please register the following participant(s) for the above programme:

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Submitted by:

(please attach a separate list if space is insufficient.)

Name:
Company:
Address:

FMM Membership No: MyCoID:

Enclosed cheque / bank draft No. __________________________ for RM __________________________ being payment for __________________________ participant(s) in favour of the FMM Institute.

October 21 & 22, 2013
Monday & Tuesday
8:45 am - 5:00 pm
@ FMM Institute, Perak

OBJECTIVES
Upon completion of this course, participants will be able to:
• improve on store / warehouse management skills and complete daily operations skillfully
• develop result oriented and dynamic logistics professionalism
• obtain comprehensive understanding of the principle and functions of store / warehouse management that contribute to customer satisfaction, cost control, effective inventory and material management

WHO SHOULD ATTEND
This session is designed for officers, supervisors, storekeepers and material controllers who want to take an aggressive, hands-on approach in dealing with their store / warehouse, purchasing and inventory challenges.

REGISTRATION FORM

FMM INSTITUTE PERAK (Centre for Professional Development)

Attn: Puan Eda / Ms Harvindar / Ms Nicole
No. 1, Lorong Raja DIHill, Off Jalan Raja DIHill, 30350 Ipoh, Perak.
Fax: No.: (05) 548 8221 & (05) 548 8331 • Tel. No.: (05) 548 8660
Email: fmmperak@fmm.org.my

OPERASI STOR DAN GUDANG

Pn Siti Zaleha Ismail 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. She is currently the Head of Department/Deputy Senior Manager Group Human Resources of an Oil and Gas Services Company.

Pn Siti has been actively involved in public training since 2003 and her area of expertise includes Organizational Development/Change Management, Training & Development, Purchasing, Supply Chain Management, Logistic Management and Retail Management. Pn Siti has conducted various training programs such as Retail Management, Logistic Management, Marketing Management, Purchasing & Inventory Management, Effective Purchasing Assistant/Storekeeper, Supply Chain Management, Inventory Control and others Inventory, Purchasing and Retail related courses and motivational courses. 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 Program. She is also a part-time Lecturer for open University Malaysia and Institute Putra, Malacca.

In the past, she has conducted Training Courses for OPEN University Malaysia, Institut Putra Tell Asia Consulting, KL, Starza Corporation Sdn Bhd, PLUS, and Projek Lebuhraya Utara-Selatan Berhad.

ADMINISTRATIVE DETAILS

Closing date: October 14, 2013
Medium of Instruction: Bahasa Malaysia
CPD: 14 hours

COURSE FEE (Fees include Course Materials, Refreshment, Lunch and Certificate of Attendance)

FMM Members RM 500.00 per pax
Others RM 600.00 per pax

Registration:
• Upon Faxing / Mailing the completed Registration Form to FMM Institute, Perak, you are deemed to have read and accepted the terms and conditions. The course would also be deemed as confirmed unless informed otherwise.
• Will be based on First-Come-First-Served basis.

Payment:
• Cheques made in favour of FMM INSTITUTE should be forwarded to FMM Institute Perak.
• For SBL Scheme, an Attendance of 100% is a MUST, in any case, employers will be billed in full.

Cancellation:
Must be in Writing with Reasons.
• 7 days before the course – No Payment Charged
• 3-6 days before the course – 50% Payment Charged
• < 3 days before the course – Full Payment Charged
• Participants who did not turn up will be charged full payment.
• Replacements can be accepted at no additional cost.

Disclaimer:
The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.