



## 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 WAREHOUSING

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

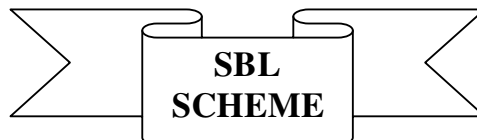
#### COURSE OBJECTIVES

This programme is specially designed to enable participants to:

- 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
- Organize warehouse in view of manpower management and profitability.

#### COURSE STRUCTURE

Assessment : Assignments, Tutorial, Test and Final Exam



#### AWARD OF CERTIFICATION

Participants must meet the 80% course attendance requirement to qualify to sit for the internal examination. Upon successful completion of the course and its examination, participants will be awarded the **Certificate of Attendance and Certificate of Achievement**.

#### 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.

*Completed registration form, faxed, mailed or e-mailed to FMM Institute would be deemed as confirmed. 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.*

*The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programmes and all efforts will be taken to inform participants of the changes. Should the event be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.*

## COURSE CONTENT

- Warehouse Management
- Warehouse Operations
- Warehouse Storage Systems
- Packing
- Order Picking Operations
- Organizing the Warehouse
- Warehouse Measurement
- Measurement Techniques
- Warehouse Improvement Programme
- Effective Stocktaking
- Facility Development
- Financial Dimensions of Warehouse

## ADMINISTRATIVE DETAILS

Date: **Mar 29, Apr 5, Apr 12, Apr 20 (SAT) and Apr 26 (SUN)**

Time: 9.00 am – 5.00 pm

Venue: **FMM Institute**  
2<sup>nd</sup> Floor, Wisma FMM  
No.3, Persiaran Dagang, PJU 9  
Bandar Sri Damansara  
52200 Kuala Lumpur

Fees: Member **RM 1,000.00** per pax  
Non-Member **RM 1,200.00** per pax  
(*Fees do not include meals*)

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### TRAINER – Sethuraman Ramasamy

He has more than 18 years of experience in the logistics area, gained through his work stint in manufacturing, logistics service providers, setting up new manufacturing plants, six sigma champion projects, implementation of supply chain management, setting up 3PL logistics management and liaison with Malaysian Customs, MIDA and MITI.

He has also assisted clients to improve their supply chain management and develop the integrated logistics systems, stock level reduction, improve the purchasing and inventory management performance and enhance customer service standards. He has given lectures and was a speaker on logistics management, warehousing, purchasing, operation management, distribution, customer service and strategic planning at seminars held in Kuala Lumpur, Johor Bahru, Kuantan, and Penang. In addition he has conducted in-house training programmes related to logistics and supply chain management.

He is currently pursuing PhD in Supply Chain Management. He also holds a MBA in Logistics Management from University Industry Selangor (UNISEL) and degree in Bachelor of Social Science from Universiti Sains Malaysia (USM).



**REGISTRATION FORM**

**FMM CERTIFICATE IN WAREHOUSING**

**Day: Saturday, Date: March 29 – April 26, 2014**

**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 : \_\_\_\_\_

**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".