



Operasi Stor dan Gudang

January 18 - 19, 2021 | 9.00am - 5.00pm | FMM Selangor & Kuala Lumpur Branch

OBJECTIVES

- Understand the role and responsibilities of Warehouse/Store Leader and Team Members
- Evaluate warehouse/storage procedures
- Eliminate non value-added activities
- Reduce the risks of loss/theft/shrinkages due to operational errors
- Initiate process improvement to enhance warehouse/storage efficiency & effectiveness
- Measure and improve warehouse performance

WHO SHOULD ATTEND

Warehouse/Inventory/Purchasing Manager, Executive, Officer, Supervisor & Storekeeper, Administration Manager/Officer, Material Planner, Quality Controller, Auditor, Retailer and Entrepreneur

Dates : **January 18 –19, 2021**
 Time : 9.00 am – 5.00 pm
 Venue : **FMM Selangor & Kuala Lumpur Branch**
 8A, Jalan Pensyarah U1/28
 Hicom Glenmarie Industrial Park
 40150 Shah Alam, Selangor Darul Ehsan
 Fees : FMM Members – RM 1,378 per participant
 (inclusive of 6% Service Tax)
 Non Members – RM1,696 per participant
 (inclusive of 6% Service Tax)
(Fees include course materials, Certificate of Attendance, lunch and refreshments)

*** Enjoy 10% for registration of two (2) and 20% discount for registration of three (3) or more participants from the same organisation and of the same billing source.**

For further enquiries, please contact:

Siti Nazihah / Syazwani / Fatahiyah
FMM Institute

Selangor & Kuala Lumpur Branch

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Visit us at: www.fmm.edu.my / www.fmm.org.my

IN-HOUSE TRAINING AVAILABLE

CONTENTS

- **Topik 1 : Pengenalan**
 - Fungsi Gudang & Stor
 - Pengurusan Gudang & Stor
 - Pengurusan Operator Gudang/Stor
- **Topik 2 : Kos dan Nilai**
 - Perancangan material & perancangan Pengurusan gudang/stor
 - Kos operasi gudang/stor
 - Meningkatkan nilai dan mengawal kos pengurusan gudang/stor
- **Topik 3 : Lokasi dan Susunan Dalaman**
 - Lokasi gudang & stor
 - Saiz & kapasiti gudang & stor
 - Perkakasan & peralatan dalam gudang/stor
- **Topik 4 : Aktiviti dan Proses Operasi**
 - Penerimaan & Penyimpanan
 - Penyediaan & Perkakasan
 - Penghantaran & Gantian
- **Topik 5 : Pengurusan Inventori**
 - Stok & Inventori
 - Kos Pegangan Inventori
 - Keputusan berkaitan Inventori
- **Topik 6 : Mengawal dan Merancang Keperluan Inventori**
 - Pergerakan Inventori
 - Jangkaan permintaan & pengeluaran
 - Ketepatan Inventori

FACILITATOR

Pn Siti Zaleha Ismail possesses a 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 areas of expertise include 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, Melaka.

Registration is on a first-come first-served basis. Cheques made in favour of the "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

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 – 14 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 programme and all efforts will be taken to inform participants of the changes. Should the programme be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.

REGISTRATION FORM

Operasi Stor dan Gudang

January 18 - 19, 2021 (Monday-Tuesday)

FMM Selangor & Kuala Lumpur Branch

The Manager

FMM Institute

Tel: 03-55692950/4471/4171

Fax: 03-55694346

SST No:W10-1901-32000105

Please tick (✓) accordingly:

PSMB Scheme: SBL Non Contributor

Require vegetarian meal: Yes No

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

(To be completed in **BLOCK LETTERS**)

1. **Name** **Designation** **E-mail**

Nationality **IC / Passport No.**

2. **Name** **Designation** **E-mail**

Nationality **IC / Passport No.**

3. **Name** **Designation** **E-mail**

Nationality **IC / Passport No.**

(If space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. _____ for RM _____

being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name: _____

Designation: _____ E-mail: _____

Company: _____ FMM Membership No.: _____

Address: _____

Tel No.: _____ Fax No.: _____ Date: _____

My Corporate Identity No.: _____