



Organised by **FMM INSTITUTE** (475427-W) **Perak Branch**
Centre For Professional Development

**SBL-KHAS
Scheme**

MEASURING AND ACHIEVING STOCK ACCURACY

1 November 15 & 16, 2021 (Monday & Tuesday) 8.45 am – 5.00 pm
Remote Online Learning via Zoom

In day to day operations, you may be tired of receiving customer complaint due to wrong item receive, late or partial delivery and frequently out of stock of certain products. Low accuracy always the highlighted issues after the end year stock audit. Low inventory accuracy also affects the firm financial reporting.

If so, it is time to improve inventory accuracy in your warehouse. By accurately tracking your products you will be able to improve your performance as a business and run more efficient operations.



...TRAINER...

PUAN SITI ZALEHA BINTI 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 was also the Head of Department/Deputy Senior Manager Group Human Resources of an Oil and Gas Services Company.

PUAN SITI, a certified trainer registered with PSMB 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 Institut 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.

For further details, please contact **Ms Nicole / Ms Divya / Pn Eda / Ms Harvindar**
(05) 548 8660 (05) 548 8221 fmmperak@fmm.org.my

...COURSE CONTENTS...

INTRODUCTION

- “ Inventory Accuracy Definition
- “ The Importance of Keeping an Accurate Inventory
- “ Warehouse Inventory Control Challenges
- “ Managing and Control Variance

INVENTORY ADMINISTRATION

- “ Category Management
- “ Managing Receiving, Outgoing and Value-Added Services
- “ Data, Documentation and Inventory Analysis

INVENTORY ACCURACY

- “ Stock Check vs Stock Count
- “ Measuring Inventory Accuracy
- “ Improve Inventory Accuracy with Counting Techniques
- “ Best Practice in Achieving Consistent and Accurate Physical Inventory Counts
- “ Validating Inventory Accuracy
- “ Managing and Control Variances

INVENTORY CONTROL

- “ Concepts of Inventory Control
- “ Importance of Inventory Control
- “ Methods of Inventory Control
- “ Metrics: to Measure the Effectiveness of Inventory Control/System

INVENTORY IMPROVEMENT INITIATIVES

- “ Planning for Process Improvement
- “ Implementing Process Improvement
- “ Monitoring Inventory Improvement Project
- “ Improving Accuracy and Reduce Cost

...OBJECTIVES...

Upon completion of this program, participants will be able to:

- Understand how to measure Inventory Accuracy
- Manage and organize a different type and category of stocks
- Plan and apply systematic approach of stock control
- Minimize stock operation error
- Proposed plan and ways to improve inventory accuracy in a storage area

...WHO SHOULD ATTEND...

This program is suitable for Warehouse/Store Personnel, Procurement/Purchaser, Material Planner, Administrator, Production Planner, Auditor, Finance/Accounts Personnel and anyone involves and responsible for inventory management

.... COURSE DETAILS....

Date **November 15 & 16, 2021 (Monday & Tuesday)**
Time **8.45am - 5.00pm**
Platform **Remote Online Learning via Zoom**
Medium of Instruction **English**
CPD **14 hours**
Fees **Members RM636.00/pax**
Non-Members RM795.00/pax
(Fees inclusive of Service Tax at 6%, Downloadable Course Materials and Certificate of Attendance)

- ❖ *Download and install ZOOM app on your laptop/desktop before the programme*
- ❖ *Good Internet / Wi-Fi connectivity*
- ❖ *Access Links will be provided upon confirmation of the programme*

.... ADMINISTRATIVE DETAILS....

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.

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, 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-KHAS Scheme**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**

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

~ Registration Form ~

MEASURING AND ACHIEVING STOCK ACCURACY

**Closing Date:
NOVEMBER 8, 2021**

FMM Institute
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

	Name	Designation
1.	NRIC	HP No
2.	Name	Designation
	NRIC	HP No
3.	Name	Designation
	NRIC	HP No

(Please attach a separate list if space is insufficient)

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- We **will be claiming under SBL-Khas Scheme** and full payment would made to FMM Institute in the event that no disbursement from HRDF under any circumstances
- We will **NOT BE CLAIMING under SBL-Khas Scheme**. Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the "**FMM Institute**".

Submitted by:

Name: _____ Designation: _____
Company: _____ Tel: _____ Fax: _____
Address: _____
Email: _____ FMM Membership No _____