Haji Ahmad Saffian is an expert in the area of store, purchasing and materials management. Prior to this, he has held the positions of General Manager with a MARA owned company, Warehouse Manager with Malaya Breweries and Materials Manager with Sapura Holdings. He is one of the lecturers for the Malaysian Institute of Purchasing & Materials Management’s Joint Certificate Programme with the Chartered Institute of Purchasing and Supply, U.K. He has also conducted a series of in-house programmes for several multinationals including a long term stint in training staff of Petronas in Stores, Purchasing and Materials Management.

Encik Saffian heads the professional team in reviewing and rewriting Petronas Carigali Sdn Bhd’s purchasing and materials management policies and procedures. A member of the Chartered Institute of Purchasing & Supply, he also holds a diploma from Institute Teknologi MARA.

Organised by:
FMM Institute
Sabah Representative Office
Lot 143, 1st Floor, Block Q
Alamesra Plaza Permai
Sulaman Coastal Highway
88400 Kota Kinabalu.

Conducted in Bahasa Malaysia, this programme has been specially designed to expose participants to the principles and practices of managing inventory in a manufacturing environment. Businesses today must have a good understanding of the value structure and strategy of materials management in order to be competitive. Holding costs for raw materials account for the largest component of working capital in most organisations. Thus, new and effective techniques need to be adopted in order for the inventory to move efficiently and for purchasing costs to be reduced.

**Contents**

- Konsep
- Organisasi
- Klasifikasi Bahan-bahan Keperluan
- Perancangan Inventori
- Menentukan Keperluan Inventori
- Perancangan Keperluan Bahan
- Maklumat-Maklumat Penting dalam Perlaksanaan MRP
- Konsep dan Amalan JIT
- Mengawal Bahan-bahan Lebihan dan Buangan

**Objective**

- Identify concepts and practices of planning and controlling inventory.
- Apply the techniques, knowledge and skills to effectively execute the tasks entrusted.
- Uplift the confidence of the participants to initiate development in managing inventory effectively.
### Administrative Details

**Registration:**
- Completed registration form received by fax or mail to FMM Institute would be deemed as confirmed.

**Payment:**
- Cheque made in favour of **FMM Institute** should be forwarded to the FMM Sabah Representative Office.

**Closing Date:** 16 June 2012

**Cancellation and Refunds:**
- Must be in writing with reasons
- 7 days before the course - 100% refund
- 3-6 days before the course - 50% refund
- < 3 days before the course - No refund
- Replacement can be accepted at no additional cost.

Those who register but fail to turn up for the programme will be billed accordingly. FMM Institute reserves the right to cancel or reschedule the above course and the right to change the facilitator should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

### Perancangan dan Pengawalanan Inventori
**July 2-3, 2012**

#### Registration Form

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

For further enquiries, please contact: Nelly/Florisa

Tel: 088-447 580  Fax: 088-447 570
E-mail: fmmsabah@fmm.org.my / nelly@fmm.org.my