

REGISTRATION FORM

Operasi Stor dan Gudang

Monday - Tuesday * December 12 - 13, 2011 * FMM Institute Malacca

FMM Institute Malacca
D3-4, Plaza Jayamuda,
Jalan Pelanduk Putih,
75300 Melaka
(Fax: 06-283 8090)

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

1 Name _____ Designation _____
Nationality _____ IC No. _____
2 Name _____ Designation _____
Nationality _____ IC No. _____

(If space is insufficient please attach separate list)

Enclosed cheque/bank draft No _____ for RM _____
being payment for _____ participant(s) made in favour of the

“FMM Institute”

Please Tick (✓) if your company needs an Invoice YES NO
Submitted by _____

Name _____
Designation _____
Company _____
Address _____

FMM Membership No. _____ PSMB MyCodeID No. _____
Telephone _____ Fax _____ Date _____
E-mail Address _____

PERLA SCHEME

*HRDF Contributors Need
NOT PAY!!*

Operasi Stor dan Gudang

December 12 - 13, 2011



FMM Institute (475427-1W)
MALACCA BRANCH



TRAINING
PROGRAMMES

There is no doubt that efficient store and warehouse operation provides the core for successful business operation. The lack of inventory and stores management would also affect the smoothness of your business conduct. Hence, this programme will provide participants with an understanding of the principles and operation procedures of managing a store and warehouse. To be conducted in **Bahasa Malaysia**, this programme will benefit all store and warehouse staff that should be properly trained to enable them to perform their duties with efficiency and responsibility.

KANDUNGAN

- STOR DAN INVENTORI - KAITANNYA DENGAN OPERASI PERNIAGAAN
- PENGEMBANGAN DUA UNSUR YANG BERTENTANGAN
- ORGANISASI
- PERHUBUNGAN STOR DENGAN JABATAN-JABATAN LAIN DALAM ORGANISASI PERNIAGAAN
- PENGENALAN DAN KODIFIKASI BARANG
- KAWALAN INVENTORI
- SISTEM LOKASI STOK
- PROSEDUR-PROSEDUR DALAM PENTADBIRAN OPERASI STOR
- REKOD STOR
- PEMERIKSAAN DAN PENGIRAAN STOK
- PERAKAUNAN INVENTORI
- PENGENDALIAN BARANG-BARANG
- KESELAMATAN KERJA DI STOR DAN GUDANG
- KESELAMATAN HARTA BENDA STOR DAN GUDANG

Benefits

Objectives of this programme are to: -

- 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

Trainer

ENCIK AHMAD SAFFIAN currently runs his own Consultancy and Training firm. 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 & Supply, UK. He has 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. A member of the Chartered Institute of Purchasing & Supply, Encik Saffian also holds a diploma from Institute Teknologi MARA.

Who Should Attend

This programme is suitable for all personnel with store and warehouse management functions. Officers, Supervisors and staff involved in stores, purchasing, warehouse and even freight activities will also find this programme to be useful and beneficial.

Administrative Details

Date : December 12 – 13, 2011
(Mon-Tues)

Time : 9.00am - 5.00pm

Venue : **FMM INSTITUTE MALACCA**
D3-4 Plaza Jayamuda
Jalan Pelanduk Putih
75300 Melaka

Fees

FMM Members **RM750** per participant

Others **RM850** per participant
(Fees include course materials, lunch and refreshments)

Completed registration form with cheque made in favour of **FMM Institute** should be forwarded to FMM Institute Malacca Branch before **November 28, 2011**.

Those who register but do not turn up for the programme will be billed accordingly. There will be no refund for cancellation within 2 working days prior to the programme, 50% refund for cancellation between 3-6 working days and full refund for cancellation 7 working days prior to the programme. However, replacement will be accepted at no additional cost. **CANCELLATION MUST BE CONFIRMED IN WRITING TO FMM INSTITUTE MALACCA BRANCH. FMM INSTITUTE Malacca Branch reserves the right to cancel or reschedule the programme and all efforts will be taken to inform participants of any changes.**

For further enquiries, please contact:

Ms Low Lai Ching / Ms Sharon Laxman

FMM Institute Malacca Branch

Tel: 06-2831639 Fax: 06-2838090

E-mail: lai_ching@fmm.org.my /

sharon_laxman@fmm.org.my

PERLA SCHEME

Approved Training Programme
HRDF Contributors Need
NOT Pay!