



FMM INSTITUTE (Centre for Professional Development)

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur
Tel: 03-62867200 Fax: 03-62776712 / 62761316 E-mail: hasnah@fmm.org.my / anitha@fmm.org.my

FMM SIJIL PENGURUSAN STOR & GUDANG

PERLA/ PROLUS SCHEME

Sijil Pengurusan Stor dan Gudang adalah disediakan khas untuk pekerja – pekerja yang bertugas dalam rangkaian operasi pembekalan, terutamanya yang bertanggungjawab dalam operasi stor dan gudang. Melalui program ini, peserta-peserta akan memperolehi kefahaman yang lebih mendalam mengenai aktiviti-aktiviti bidang kerja mereka dan pertaliannya dengan operasi perniagaan secara keseluruhan.



OBJEKTIF KURSUS

Program ini menyediakan peserta-peserta: -

- Pengetahuan asas bagaimana makro ekonomi seperti faktor-faktor perundangan, sosial dan politik mempengaruhi operasi perniagaan secara umum dan secara khusus kepada stor dan gudang;
- Teknik pengurusan inventori yang efektif untuk memastikan kecekapan dalam merancang dan mengawal inventori;
- Memahami peranan dan fungsi pembelian dalam sesuatu organisasi;
- Memahami prinsip-prinsip dan aplikasi praktikal operasi dan pentadbiran dalam pengurusan aktiviti inventori;
- Pengetahuan yang perlu bagi memahami sumbangan stor dan gudang ke arah mencapai produktiviti dan keuntungan organisasi.

SIAPA YANG HARUS HADIR

Kursus ini sesuai untuk pekerja-pekerja yang kini bertugas di Stor dan Gudang di peringkat penyeliaan dan operasi. Ianya juga disyorkan kepada mereka yang tidak mempunyai kelayakan akademik formal dan baru menceburi bidang Stor dan Gudang.

KELAYAKAN KEMASUKAN

MCE/SPM/SPVM dan sekurang-kurangnya 1 tahun pengalaman kerja.

PENSIJILAN

Peserta dikehendaki menghadiri sekurang-kurangnya 80% kuliah sebagai syarat untuk menduduki peperiksaan. Peserta-peserta yang lulus peperiksaan akan dianugerahkan FMM Sijil Pengurusan Stor dan Gudang.

Sijil Kehadiran Kursus pula akan dianugerahkan kepada peserta yang berjaya menamatkan kursus.

STRUKTUR KURSUS

| | |
|--------------------------|--------------------|
| Jumlah masa pembelajaran | : 13 hari/ 104 jam |
| Jumlah Modul | : 5 modul |
| Waktu Kuliah | : Sabtu & Ahad |
| Tempoh masa kursus | : 4 bulan |

Penilaian

| | |
|------------|--------------------|
| Modul 1 | : Kerja Kursus |
| Modul 1 –5 | : Peperiksaan 100% |

MAKLUMAT PENTADBIRAN

| | |
|--------|---|
| Date: | |
| Time: | 9.00 a.m – 5.00 p.m |
| Venue: | FMM Institute, 2 nd Floor, Wisma FMM, No.3, Persiaran Dagang, PJU 9 Bandar Seri Damansara, 52200 Kuala Lumpur |
| Fees: | Member RM 2,500.00 per pax Non-Member RM 3,250.00 per pax <i>(Fees do not include meals)</i> |

Completed registration form, faxed, mailed or e-mailed to FMM Institute would be deemed as confirmed. There will be no refund or cancellation within 0-5 days prior to the programme, 50 % refund for cancellation between 6-9 days and full refund for cancellation 10 days prior to the programme. However, replacement can be accepted at no additional cost.

The FMM Institute reserves the right to cancel or re-schedule the above programme and all efforts will be taken to inform participants of the changes.



FMM SIJIL PENGURUSAN STOR & GUDANG

KANDUNGAN KURSUS

Modul 1: Persekitaran Perniagaan

- Persekitaran Luaran
- Persekitaran Dalaman

Modul 2: Pengurusan Inventori

- Pengenalan dan Kodifikasi
- Keperluan Inventori
- Kos-Kos Berkaitan Dengan Inventori
- Teknik-Teknik Penentuan Kuantiti Inventori

Modul 3: Pengurusan Pembelian

- Fungsi Pembelian
- Aktiviti-Aktiviti Pembelian
- Perhubungan Pelanggan / Pembekal

Modul 4: Operasi Penyimpanan

- Fungsi serta Aktiviti-Aktiviti Stor & Gudang
- Perancangan dan Penyediaan Tempat Simpanan
- Cara-Cara Penyimpanan
- Pengendalian Barang-Barang
- Keselamatan Pekerja-Pekerja
- Keselamatan Barang-Barang Simpanan

Modul 5: Pentadbiran Stor & Gudang

- Prosedur-Prosedur Stor & Gudang
- Pengiraan dan Pemeriksaan Stok
- Kaitan Pengawalan Kewangan dengan Inventori



REGISTRATION FORM

FMM SIJIL PENGURUSAN STOR & GUDANG

Sunday, Date: _____, 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 |
| | From To | Qualification Obtained |

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)

PROLUS PERLA Please Tick (√)

Name : _____ Designation : _____

Company Name: _____

Company Address : _____

Tel No. : _____ Fax No. : _____ E-mail Address : _____

FMM Membership No: _____ PSMB Code 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".

Please fax or mail the registration form to :

Hasnah / Anitha Tel : 03-62867200 Fax : 03-62776712 / 62761316

Wisma FMM, No 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur.

E-mail : hasnah@fmm.org.my or anitha@fmm.org.my Website : www.fmm.edu.my



REGISTRATION FORM

FMM SIJIL PENGURUSAN STOR & GUDANG

| Please Tick Accordingly (✓) | | Dates | Member (RM) | Non-Member (RM) |
|-----------------------------|--------------------------------------|-------|-------------|-----------------|
| <input type="checkbox"/> | M1: Business Environment | | 600 | 690 |
| <input type="checkbox"/> | M2: Inventory Management | | 600 | 690 |
| <input type="checkbox"/> | M3: Purchasing Management | | 600 | 690 |
| <input type="checkbox"/> | M4: Storage Operations | | 800 | 900 |
| <input type="checkbox"/> | M5: Store & Warehouse Administration | | 600 | 690 |

(To be completed in BLOCK LETTERS)

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Correspondence Address : _____
(if different from permanent address)

Tel No. (H) : _____ (O) : _____ Fax No. : _____

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| | 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)

PROLUS Please Tick (✓)

Name : _____ Designation : _____

Company Name: _____

Company Address : _____

Tel No. : _____ Fax No. : _____ E-mail Address : _____

FMM Membership No: _____ PSMB Code No : _____

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