



**FMM INSTITUTE**  
Centre for Professional Development



# WAREHOUSE AND INVENTORY MANAGEMENT



**24 – 25 FEBRUARY 2026 | 8:30AM – 4:30PM**



**FMM SARAWAK BRANCH, LEVEL 5 (SOUTH), WISMA STA, 26,  
JALAN DATUK ABANG ABDUL RAHIM, 93450 KUCHING,  
SARAWAK**



## FEE

**FMM MEMBER:**

**RM1134.00/pax**

**NON - MEMBER:**

**RM1350.00/pax**

(Inclusive of 8% service tax)



## OVERVIEW

Effective Warehousing and Inventory Management fulfill company's external and internal customers' needs. The warehouse keeps all the company's current assets either in the form of raw materials, work in progress, finished goods and etc.... It is a common knowledge that warehousing and Inventory Management contribute to the costs, benefits and quality of the current assets. Company sometimes loses profitability due to ineffective Warehousing and Inventory Management.



## OBJECTIVES

To train the participants on

1. Warehouse and Inventory Management Process
2. Warehouse Organisation and Operations dynamics.
3. Correct Material Coding and Classifications to avoid confusion and easy retrieval.
  - Maintenance Repair Parts, Equipment; Tools, Loose Tools.
4. Cost saving through effective Inventory Control Skills
5. Inventory Management techniques and strategies
6. Warehouse safety and security skills
7. Warehouse housekeeping to cut down WASTE.



## OUTLINE

- Part 1 : Practical Warehouse Organisation and Management
- Part 2 : Warehouse Operations and Inventory Management Process
- Part 3 : Inventory Management Process In The Logistics System
- Part 4 : Inventory Reduction Analysis
- Part 5 : The Impact Of Information Technology On Inventory Control And Warehousing.



## TARGET PARTICIPANTS

Line Leader, Supervisor, Officer and Executives who are required to supervise their subordinates.

## FACILITATOR

**Mr. Tee Tuan Chuar** trained as an Accountant having graduated in Accounting, Finance and Management. He is currently employed as the Quality Management Representative (QMR) of a corporation in Kuala Lumpur. His practical work experience includes being a Group Senior Operations Manager, Factory Manager, Finance, Administration Manager, and as Group Senior Operations Manager. He assumed the duties and responsibilities of leading, motivating a team of personnel who are of different roles, duties and responsibilities. The staff strength of 300 ranged from office administration to site supervisions and security. They were from different training and background such as ex-service personnel and retired police officers. With his vast experience, Mr. Tee continues to contribute to the industry through conducting training to various organisations for the past 14 years. He designed his own practical workshops that incorporate Team leadership, Motivation and personnel development skills, and human resources development training to some MNC in Kuala Lumpur, Johor, Sabah, Sarawak, Kuantan, Terengganu, Penang and Singapore. Mr. Tee has conducted 5 S training and consultancy for organisations of various industries and received excellent feedback from all. He is also involved in the design, development and delivery of training programmes for an international training organisation. He contributes directly by Value-Adding with Quality and complementing the practical aspect of training ensuring training contents are current and relevant for the delegates.

For further details, please contact us: Izzati, Farrez Teh



Contact Us  
**082-332784/787**



Visit Our Website  
**www.fmm.edu.my**



Our E-mail  
**fmmSarawak@fmm.org.my**





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FMM SARAWAK OFFICE, WISMA STA, LEVEL 5, KUCHING, SARAWAK

**The Manager,**

**FMM Institute (475427W\_Sarawak),**

Tel: 082-332784 Fax: 082-332785 ,

Email: izzati\_hamzah@fmm.org.my / fmmsarawak@fmm.org.my

Dear Sir/Madam,

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

(To be completed in BLOCK LETTERS)

PLEASE TICK ☒ ACCORDINGLY:

**PSMB Scheme:**

☐ HRD Corp Claimable Courses

☐ Non Contributor

**FEES:**

☐ **FMM Member: RM 1134.00/pax**  
(Inclusive of 8% Service Tax)

☐ **Non Member: RM 1350.00/pax**  
(Inclusive of 8% Service Tax)

No	Name	Designation	Email	Nationality	IC No
1.					
2.					

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

Registration is on a first-come first-served basis. Completed registration should be forwarded to FMM Institute before **February 16, 2026**. Completed registration form online, faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

Those who register but do not turn up for the programme will be billed accordingly. There will be no refund for cancellation within 2 days prior to the programme, 50% refund for cancellation between 3 - 6 days and full refund for cancellation 7 days prior to the programme. However, replacement will be accepted at no additional cost. FMM Institute reserves the right to cancel or reschedule the programme and all efforts will be taken to inform participants of any 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.

**We hereby confirmed that (please tick accordingly):**

☐ We will be claiming from **HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.

☐ We will **NOT BE CLAIMING** from HRD Corp. Payment will be made to account payee **FMM Institute** by cheque or bank transfer to **Maybank Account No. 511083-105884**

**Submitted by:**

Name:	Designation:	Email
Tel:	Fax:	Mobile Number:
Company:	FMM Membership No:	My Corporate Identity No.
Adress:	Company Stamp & Signature	Date: