



STORE & WAREHOUSE OPERATIONS



2 - 3 DECEMBER 2025 | 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

Managing a warehouse/storage require a special skill set and mindset. It requires specially trained staff that can fulfil complex warehouse, inventory requirements, personnel, equipment, and machinery requirements. Learn important tips and steps to effectively managing safe and productive warehouse/storage.

OBJECTIVES

- Evaluate warehouse/storage procedures.
- Eliminate nonvalue added activities.
- Reduce the risk of loss/theft/shrinkages due to operational errors.
- Initiate process improvement to improve warehouse/storage efficiency & effectiveness.

TARGET PARTICIPANTS

Warehouse/Inventory Manager, Officer, Supervisor & Storekeeper, Administration Manager/Officer, Supervisor, Purchaser, Material Planner, Quality Controller, Auditor, Retailer & Small Entrepreneur

OUTLINE

- Introduction
- Forecast, Procure & Inventory Control
- Warehouse/Store Operation Cost & Value
- Warehouse/Store Location & Layout
- Warehouse/Store Activities & Process
- Inventory Management
- Inventory Planning & Control of Inventories

FACILITATOR

Ms Siti Zaleha

Ms Siti Zaleha Ismail possesses an MBA from UKM, a BBA (Hons) in Retail Management and Diploma in Banking. Ms Siti is currently the business entrepreneur and training consultant. She has 7 years working experience in the field of HR and 11 years' experience in supply chain management inclusive of retailing, purchasing/procurement, contract management and inventory management and having served few organizations such as Atlas Copco, Jaya Jusco, Guardian Pharmacy, PLUS Berhad, PLUS Expressways Berhad, UEM Group/subsidiaries and SapuraKencana Petroleum Berhad before she opt for early retirement in August 2015. Being a purchaser for PLUS Expressway Berhad she has served Expressway Lingkaran Tengah (ELITE), Linkedua Bhd and Penang Bridge Sdn. Bhd in the area of purchasing and inventory management. She was also the internal trainer for all companies she has worked with and has conducted numerous Human Resources, Purchasing and Inventory related courses for its employees. As a trainer and consultant, Ms Siti Zaleha is an avid believer in continuous learning. Ms Siti is actively conducting entrepreneurship development program for various government ministry and agencies. Among her favorite topic includes Financial & Accounting Management, Retail Operations, Warehouse & Inventory Management, Supply Chain Management, and Production & Material Management, Contracts, Procurement & Vendor management and other Purchasing/Inventory related courses. She also served as Trainer for FMM Perak, FMM Kedah/Perlis, FMM Eastern, FMM Malacca and FMM Negeri Sembilan.

Besides conducting numerous industrial training, she is also a tutor and part-time lecturer in Open University and Putra Institute of Malacca teaching Human Resources, Marketing and various Business Management subjects. She has been conducting training in those organizations since year 2003.



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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: evance@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 **November 25, 2025**. 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: