

REGISTRATION FORM

Operasi Stor Dan Gudang

Wednesday - Thursday * June 24 - 25, 2026 * FMM Institute Malacca

FMM Institute Malacca (475427-W)
D3-4, Plaza Jayamuda,
Jalan Pelanduk Putih, 75300 Melaka
TIN Number : C10626805080
SST Number : W10-1901-32000105

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)

Please Tick (✓) if your company

will be claiming under SBL-Khas Scheme

will not be claiming under SBL-Khas Scheme

vegetarian _____ pax

Enclosed cheque/bank draft No _____ for RM _____

being payment for _____ participant(s) made in favour of the

“FMM Institute”

Submitted by

Name _____

Designation _____

Company _____

Address _____

FMM Membership No. _____ PSMB MyCodeID No. _____

Telephone _____ Fax _____ Date _____

E-mail Address _____



Operasi Stor Dan Gudang

June 24 - 25, 2026

SBL-KHAS SCHEME



FMM Institute Malacca Branch

Centre for Professional Development

Kursus Operasi Stor Dan Gudang ini menyediakan kemahiran asas untuk mengurus dan mentadbir operasi stor dan pergudangan. Ini untuk memastikan peserta faham tugas dan tanggungjawab sebagai operator / penyelia dan pengurus gudang serta mampu merancang dan memastikan stor dan gudang dibawah penyeliaan mereka beroperasi secara cekap dan berkesan.

CONTENTS

PENGENALAN

- Pengurusan bahan atau material
- Stor vs Gudang
- Objektif dan tujuan stor dan gudang
- Tugas dan tanggungjawab petugas pengurusan stor dan gudang
- Cabaran menguruskan stor dan gudang

MERANCANG KEPERLUAN OPERASI STOR DAN GUDANG

- Teknik dan kaedah ramalan permintaan / pengeluaran
- Merancang Inventori
- Pengeluaran skala ekonomi
- Pemilihan lokasi stor dan gudang yang sesuai
- Merancang kapasiti dan saiz stor dan gudang
- Merancang kemudahan dan peralatan dalam stor dan gudang

MENGURUS STOR DAN GUDANG

- Teknik dan kaedah mengkelaskan inventori

- Aktiviti dalam gudang; penerimaan proses dan pengeluaran
- Mengira kos operasi stor dan gudang
- Susun atur dalam gudang

KAWALAN DAN KESELAMATAN DALAM STOR DAN GUDANG

- Polisi dan prosedur
- Dokumen yang terlibat
- System keselamatan
- Mengurus risiko
- System inventori
- Kawalan inventori

PENGURUSAN DAN KAWALAN INVENTORI

- Merekod inventori
- Ketepatan inventori
- Mengira inventori
- Menilai inventori
- Audit inventori
- Pelarasan inventori
- Merancang dan mengukur prestasi inventori
- Laporan dan analisa

Objectives

Melalui kursus ini peserta akan :-

- Memahami peranan stor dan gudang kepada firma
- Mengurus dan mengendalikan stor dan gudang dengan lebih cekap
- Mempelajari sistem kerja dan sistem kawalan stok dan inventori yang berkesan
- Mengenalpasti fasiliti, peralatan dan kaedah penyimpanan secara efektif
- Mengukur dan menilai prestasi stor dan gudang mereka

Trainer

PUAN SITI ZALEHA ISMAIL possesses an MBA (UKM), a BA (Hons) in Retail Management and a Diploma in Banking (UiTM). She has over 10 years working experience in the fields of retail, purchasing and procurement. She began her career in Guardian Pharmacy as a Retail Executive and moved on to PLUS Expressway Bhd as a Management Executive (Contracts & Procurement) & grew steadily to be the Assistant Manager of Purchasing and Inventory. Puan Siti has conducted various training courses such as Retail Management, Logistics Management, Marketing Management, Purchasing and Inventory Management, Effective Purchasing Assistant / Storekeeper, Inventory Control, etc. She was the internal Trainer for PLUS and have been invited by various Multinational Companies, Universities, Government Bodies to conduct training for them.

Who Should Attend

Stor, Gudang, Pembelian dan Inventori, Pentadbiran, Kewangan dan Perakaunan, Audit

Administrative Details

Date : June 24 - 25, 2026 (Wed - Thurs)

Time : 9.00am - 5.00pm

Venue: FMM Institute Malacca

D3-4, Plaza Jayamuda
Jalan Pelanduk Putih
75300 Melaka

Fees (Inclusive of 8% SST) :

FMM Members **RM864** per participant

Others **RM972** per participant

(Fees include course materials, lunch and refreshments.)

Registration forms must be completed and returned to FMM Institute Malacca Branch by **June 16, 2026**. No refund for cancellation within 2 working days, 50% refund for cancellation between 3 - 6 working days and full refund for cancellation 7 working days prior to the programme. **CANCELLATION MUST BE IN WRITING TO FMM INSTITUTE MALACCA BRANCH.** Replacements will be accepted at no additional cost. FMM Institute Malacca Branch reserves the right to cancel or reschedule the programme. All efforts will be taken to inform participants of any changes. **However, if the company failed to obtain grant approval or in the event there is no disbursement from HRDCORP under any circumstances to us, then the company will have to make full payment to FMM Institute Malacca Branch.**

For further enquiries, please contact:

Ms Chloe Leong / Ms Yvonne Gan

FMM Institute Malacca Branch

Tel: 06-283 1639 Fax: 06-283 8090

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

siew_kim@fmm.org.my

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