



# PENGURUSAN STOR & INVENTORI YANG BERKESAN



20 January 2014 (Monday) 9.00 am – 5.00 pm Bangi Golf Resort, Bangi, Selangor

## Pengenalan

Inventori adalah bahan-bahan mentah, barang-barang kerja dalam proses dan barangan siap sepenuhnya yang dianggap sebagai sebahagian daripada aset perniagaan yang bersedia atau akan sedia untuk dijual. Inventori merupakan salah satu aset yang paling penting bahawa kebanyakan perniagaan memiliki, kerana perolehan inventori merupakan salah satu sumber utama penjana pendapatan dan pendapatan seterusnya untuk pemegang saham / pemilik syarikat.

Gudang adalah bangunan komersial untuk penyimpanan barang-barang. Gudang yang digunakan oleh pengeluar, pengimport, pengeksport, pemborong, perniagaan pengangkutan, adat, dan lain-lain

## Objektif

Di penghujung program ini, para peserta akan dapat:

- Memahami operasi inventori, stor & gudang
- Mengenalpasti cara terbaik untuk mengendali stok
- Mengenalpasti kaedah terbaik dalam menguruskan stor dan gudang secara lancar
- Mengenalpasti mod pengangkutan terbaik yang dapat mengurangkan ko logistik syarikat

## Siapa yang harus hadir

Store Supervisor, Store Leader & Store Keeper.

## Metodologi

Kuliah, Perbincangan & Aktiviti Berkumpulan, Tontonan Video.

## Pengajar

**Mr Gan, is a PSMB approved Trainer.** He holds the Bachelors Degree in Economics and Master in Business Administration. During his studies on masters, he specializes in the area of Supply Chain Management. With a combination of Economics, Management and Supply Chain, he has made him a sought after facilitator in various aspects and areas of training. **He is extremely fluent in Bahasa Malaysia and English** and this helps him to truly reach all level of his audience.

**Gan** has more than **12 years** of working experience both in manufacturing as well as service sector. He has served in one of the Malaysia's well-known fast food chain as the manager, before he joined the manufacturing in the paper board packaging industry. He held a senior position in the industry before he left and joined a reputable trade organization. Here is where, he equipped himself with vast knowledge and experience of organization and had presented several papers on industries to the government agencies / departments. His experience ranges from industries such as manufacturing, academic, retail and others. He has trained several manufacturing as well as servicing companies all over the country in the area of supply chain, management, supervisory, motivational, etc. He has been described as an inspiring and dynamic speaker.

**Gan** has coached and trained over hundreds of participants including senior executives, executives, supervisors, clerical staff and many others. Currently, he conducts training programs in the area of supply chain, management, supervisory, clerical, motivational, outdoor/indoor teambuilding and good work attitude. He conducts these programmes both in **English and Bahasa Malaysia.**

## Fees

**RM 449/per participant**  
(Fees include Program Materials, Refreshment, Lunch & Certificate of Attendance)

## Registration & Payment

- Please scan & email the completed form to [achievvertac@gmail.com](mailto:achievvertac@gmail.com)
- Cheque with correct payment made in favour of "ACHIEVER TRAINING AND CONSULTANCY", must be forwarded to us **before or on** the program date **OR**
- Payment by cash needs to be banked-in **before** the program date & bank-in slip to be faxed to us **OR**
- Walk-in participants must pay **cash** on the program day.

## Cancellation Procedures

- ANY CANCELLATION OF REGISTRATION SHOULD BE IN WRITING TO US
- Cancellation within 3 days prior to the program - no refund \* Cancellation between 4 - 5 day - 50% refund \* Cancellation 6 days prior to the program - full refund

-REPLACEMENT IS ACCEPTABLE WITH NO ADDITIONAL COST-

For further enquiries and registration, please contact us at:

Tel: +6.016.6642 562

E-mail: [achievvertac@gmail.com](mailto:achievvertac@gmail.com) / [vrachiever@gmail.com](mailto:vrachiever@gmail.com)

Website: <http://achievvertac.weebly.com>

FEES:

**RM 449/pax**

FREE!

**GOODY BAG**

## Kandungan Kursus

### PENGURUSAN STOK / INVENTORI

- Kaintan antara stok, stor & gudang
- Apa itu stok & Jenis-jenis stok
- Tujuan penyimpanan stok
- Lokasi, Susunan & Kawalan stok – EOQ, ROP & Stok Keselamatan
- Bar Coding & Pengekodan stok
- Perekodan, Pemeriksaan dan Pengiraan stok
- Mengapa "Zero Stock"

### PENGURUSAN STOR & GUDANG

- Persamaan & perbezaan antara stor & gudang
- Pentadbiran stor / gudang
- Penerimaan Barang
- Kenalpasti Barang
- Penghantaran barang
- Penyimpanan barang – cara stacking
- Pemilihan barang
- Pengeksportan barang
- Operasi sistem maklumat
- Mod pengangkutan terbaik

## REGISTRATION FORM

Dear Sir,

Please register the following participants for the above program:

1.	Name	
	Designation	
	NRIC No	
2.	Name	
	Designation	
	NRIC No	
3.	Name	
	Designation	
	NRIC No	
4.	Name	
	Designation	
	NRIC No	
5.	Name	
	Designation	
	NRIC No	

Enclosed is our cheque / bank draft no. .... for RM ..... being payment for the registration of ..... participant(s) made in favour of the "ACHIEVER TRAINING AND CONSULTANCY"

Submitted by:

Name: .....

Designation: .....

Company: .....

Address: .....

Tel No.: ..... Fax No.: .....