PENGENALAN
Inventori adalah bahan-bahan mentah, barang-barang kerja dalam proses dan barangangan siap sepemunyanya 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 penjanaan pendapatan dan pendapatan seterusnya untuk pemegang saham / pemilik syarikat.

Gudang adalah bangunan komersial untuk penyimpanan barang-barang. Gudang yang digunakan oleh pengeluar, pengimport, pengekspor, 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 mengendalai stok
• Mengenalpasti kaedah terbaik dalam menguruskan stor dan gudang secara lancar
• Mengenalpasti mod pengangkutan terbaik yang dapat mengurangkan ko
logistik syarikat

SIAPAA YANG HARUS HADIR
Store Supervisor, Store Leader & Store Keeper.

METODOLOGI
Kuliah, Pembincangan & 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 industries 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 achievevertac@gmail.com
• Cheque with correct payment made in favour of “ACHIEVER TRAINING AND CONSULTANCY SDN. BHD.”, 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 days - 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: +6.019.678 5722
E-mail: achievevertac@gmail.com/vrachiever@gmail.com
Website: http://achievertac.weebly.com

REGISTRATION FORM

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>NRIC No</th>
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<tbody>
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1. Name
2. Name
3. Name
4. Name
5. Name

Company:
Address:
Tel No.: 
Fax 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 SDN. BHD.”

Submitted by:

Name: ..................................................
Designation: ..........................................
Company: ............................................
Address: .............................................

Dear Sir,
Please register the following participants for the above program:

1. Name
2. Name
3. Name
4. Name
5. Name

Registered by:

Name: ..................................................
Designation: ..........................................
Company: ............................................
Address: .............................................

Tel No.: 
Fax No.: 

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
• Pendiadaran stor / gudang
• Penerimaan Barang
• Kenalpasti Barang
• Penghantaran barang
• Penyimpanan barang – cara stacking
• Pemilihan barang
• Pengeksportan barang
• Operasi sistem maklumat
• Mod pengangkutan terbaik