



EFFICIENT FINANCE & ACCOUNT OPERATIONS - BEST PRACTICES

OBJECTIVES

- Enrich the fundamental knowledge and concept of Effectiveness and Efficiencies
- Identify the Accounting Standard and Policies requirements of treating each and every Accounting transactions.
- Master the setting of Accounting and Finance functional Mission, Vision and Strategies
- Systematically identify the areas that are having operating problems, weaknesses and inefficiencies, such as work duplication, non-value added process, etc.
- Take timely corrective actions to overcome weakness and inefficiencies

COURSE CONTENT

- **Module 1 : Introduction**
- **Module 2 : Effective AR Management**
- **Module 3 : Effective Inventory Management**
- **Module 4 : Effective Accounts Payable Management**
- **Module 5 : Effective Fixed Assets Management**
- **Module 6 : Efficient Accounting and Finance Function Operation in Financial Reporting**
- **Module 7 : Budgeting and Budgetary Control Management**

ADMINISTRATIVE DETAILS

Date : May 6 & 7, 2026

Time : 9.00am – 5.00pm

Venue: Level 2, FMM Selangor & Kuala Lumpur Branch
No 8A, Jalan Pensyarah U1/28, Hicom Glenmarie Industrial Park, 40150 Shah Alam, Selangor.

Fees : FMM Members – RM 1,350.00 per participant

Non-Members – RM 1,566.00 per participant

(inclusive of 8% service tax)

(Fees include course materials, Meals and Certificate of Attendance)

Get **10% DISCOUNT** if you send 3 or more participants for the same programme!

TRAINER PROFILE

Mr Tan Kok Tee has 40 years of working experience in financial, strategic and general management field. He has held a variety of leadership and senior management roles in various organizations, the last being Group Chief Executive Officer. More than half of these time are spend in the Manufacturing, Marketing & Distribution and Services organization, including those with the then Inchcape Timuran Berhad, Metroplex Berhad, Perdana Industries Berhad. He is a fellow member of the Association of International Accountants, UK; Member of the Institute of Public Accountants, Aust.; Certified Commercial Accountant, (M); Member of the Chartered Tax Institute of Malaysia; Member of the Malaysia Associations of Company Secretaries (M) and a Gold Mastery Holder in Reinventing Strategic Planning and Management from the Haines Centre for Strategic Management, sponsored by University of San Diego, USA. He is also a Certified Trainer with PMSB's (HRDF) Train The Trainer Certificate since 2009, a GST Agent registered with MOF and Holder of the GST MyGCAP certificate from RMCD. Kok Tee has also been involved in training and facilitation on a part-time basis from 2009-2013, and full time starting from 2014. To-date he had conducted about 400 training workshops throughout Malaysia (more than 10,000 participants) on topics on GST; SST; Practical Accounting for Accounting Staffs; Reading, Analysing and Interpreting Financial Statement.

WHO SHOULD ATTEND

Accounts and Administrative Assistants, Accounts Executives & Accounts Supervisors, Fresh Accountants / Accounting Graduates, Finance Managers and Accountants. All other persons who are involved in and/or interested to reskill or enhance their practical accounting skills to support their business operations.

For further inquiries please contact:

Siti Nazihah /Azrini

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Visit us at: www.fmm.edu.my / www.fmm.org.my

REGISTRATION FORM

EFFICIENT FINANCE & ACCOUNT OPERATIONS - BEST PRACTICES

May 6 & 7, 2026 (Wednesday - Thursday)

FMM SELANGOR & KUALA LUMPUR BRANCH

FMM Institute Selangor (SST No: W10-1901-32000105 | COID: (475427W_SELANGOR)
Email: siti_nazihah@fmm.org.my/ azrini@fmm.org.my
Tel: 03-5569 2950/4471/4171

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

1. Name Designation Email

Nationality IC/Passport No.

2. Name Designation Email

Nationality IC / Passport No.

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

Disclaimer

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the programme fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the programme fees. If the participant fails to attend the programme or less than 75% attendance, the full programme fees are payable. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes.

We hereby confirm that (Please tick accordingly):

We will be claiming from HRD Corp and full payment would be 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 5-62106-64719-2

Submitted by:

Name:

Designation:

Email:

Company:

FMM Membership No. :

My Corporate Identity No.:

Company Address:

Tel No.:

Fax No.:

Date: