



# FMM INSTITUTE (Centre for Professional Development)

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur  
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## FMM CERTIFICATE IN WAREHOUSING

The **FMM Certificate in Warehousing** is a professional development course to provide skills and knowledge in the operations of the store and warehouse management in an organisation.

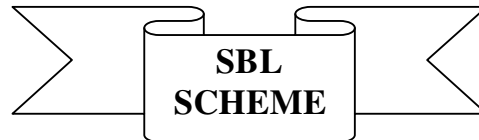
### COURSE OBJECTIVES

This programme is specially designed to enable participants to:

- Define warehouse management, and inter-departmental relationships
- Describe the warehouse operation, warehouse storage systems and conventional storage methods
- Plan warehouse improvement programme
- Carry out warehouse measurements and effective stocktaking and facility development
- Organize warehouse in view of manpower management and profitability.

### COURSE STRUCTURE

Number of Contact Days: 4 days  
Lecture Days : Sat and Sun  
Assessment : Coursework 100%



### AWARD OF CERTIFICATION

Upon successful completion of the course and its coursework, participants will be awarded the **Certificate of Achievement**. Participants who have attended at least 80% of the programme will be awarded a **Certificate of Attendance**.

### WHO SHOULD ATTEND

This course is specially designed for executives, officers, assistants and clerks who are involved in areas of store and warehouse. It is also suitable for those who are planning to venture into this field of specialisation.

*Completed registration form, faxed, mailed or e-mailed to FMM Institute would be deemed as confirmed. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 13 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.*

*The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programmes and all efforts will be taken to inform participants of the changes. Should the event be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.*

## COURSE CONTENT

- Warehouse Management
- Warehouse Operations
- Warehouse Storage Systems
- Packing
- Order Picking Operations
- Organizing the Warehouse
- Warehouse Measurement
- Measurement Techniques
- Warehouse Improvement Programme
- Effective Stocktaking
- Facility Development
- Financial Dimensions of Warehouse

## ADMINISTRATIVE DETAILS

Date: **March 22 – March 30, 2014**

Time: 9.00 am – 5.00 pm

Venue: **FMM Institute**  
2<sup>nd</sup> Floor, Wisma FMM  
No.3, Persiaran Dagang, PJU 9  
Bandar Sri Damansara  
52200 Kuala Lumpur

Fees: Member **RM 1,000.00** per pax  
Non-Member **RM 1,200.00** per pax  
*(Fees do not include meals)*

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### TRAINER – G.Vizayer Raj

**G.Vizayer Raj** obtained his MBA from the prestigious European Union Open University (UK) has a Diploma in Warehouse Management from the International Schools of Management (USA). A pioneer student of Malaysian Institute of Purchasing and Materials Management (MIPMM), completed his certificate and advance certificate programs before continuing on higher studies. Became an associate member of the Chartered Institute of Transport by virtue of his deep interest in the industry. He joined the Toastmasters International as a Chartered Member (the largest Public Speaking platform in the World) and became actively involved until he advanced to the Silver level from a Competent Toastmaster. Passion for teaching led him to become an In-house Training and Development Manager for a large Warehousing and Logistics company and has been in the field of training for a long time before embarking on the current position.

G.Vizayer Raj actively lectures with various Universities namely, Uni. of New Castle, Paramount University of Technology, Universiti Teknologi Malaysia and also serves as a Lecturer and Consultant to the MIPMM especially in the field of Warehouse and Logistics Management. Has also conducted a number of in house and public programs with Petronas, Maxis, Ericsson to name a few. In the recent times he has been actively training with the Federation of Malaysian Manufacturers (FMM).

He has worked with a number of multinational companies especially Sumitomo Corporation, Toshiba Plant Kentsu, Kawasaki Heavy Industries, and Keppel Engineering. Among the projects handled were KLIA, Petronas Gas Pipeline, and Putra Jaya Administrative Centre, Prai Power Station and Kapar Power Station. He serves in various International councils providing his invaluable expertise especially Business Management Association (BMA,UK) and the Society of Sales and Marketing (SSM,UK). For the services rendered to the industry, G.Vizayer Raj has been conferred a fellow of the Cambridge International University.



**REGISTRATION FORM**

**FMM CERTIFICATE IN WAREHOUSING**

Saturday & Sunday, Date: March 22 – 30, 2014

Venue : FMM Institute, Kuala Lumpur

(To be completed in BLOCK LETTERS)

**A. PERSONAL PARTICULARS**

Full Name (Mr/Ms) : \_\_\_\_\_ NRIC No. \_\_\_\_\_

Designation : \_\_\_\_\_ Name of Company : \_\_\_\_\_

Permanent Address : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

(if different from permanent address)

Tel No. (H) : \_\_\_\_\_ (O) : \_\_\_\_\_ Fax No. : \_\_\_\_\_

E-mail Address : \_\_\_\_\_ H/P No: \_\_\_\_\_

Date of Birth : \_\_\_\_\_ Sex : \_\_\_\_\_ Age : \_\_\_\_\_ Nationality : \_\_\_\_\_ Race : \_\_\_\_\_

**B. EDUCATIONAL BACKGROUND**

Name of School / Institution	Years Attended		Highest Qualification Obtained
	From	To	
Secondary : _____	_____	_____	_____
College / University : _____	_____	_____	_____
Any Special Professional Course : _____	_____	_____	_____

**C. SPONSORSHIP**

Company Sponsored       Self Sponsored      Please Tick (√)

**D. SUBMITTED BY** (To be filled if sponsored by company)

SBL       Non Contributor      Please Tick (√)

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address : \_\_\_\_\_

Tel No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_ E-mail Address : \_\_\_\_\_

FMM Membership No: \_\_\_\_\_ My Corporate Identity No : \_\_\_\_\_

**E. DECLARATION**

**I hereby declare that the information provided is correct and complete.**

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment Advice:**  
Enclosed cheque/bank draft No. \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant(s) made in favour of "FMM Institute".