

# PENGURUSAN STOR DAN INVENTORI YANG BERKESAN

HRD Corp  
Claimable  
Courses

(Programme No.: 10001308091)

16 January 2026, Friday | 9.00 am – 5.00 pm | Wyndham Garden i-City, Shah Alam

## PENGENALAN

Stor telah menjadi sangat penting dalam dunia perniagaan hari ini. Mereka memainkan peranan yang amat penting dalam memperbaiki persaingan sesuatu perniagaan. Organisasi hari ini, menghadapi pelbagai cabaran untuk mencapai kos, kepastian dan kebergantungan. Ketiga-tiga objektif ini boleh di capai melai pengurusan stor yang berkesan. Kursus ini akan menumpu kepada memperbaiki prestasi stor dan 'warehouse' khususnya dalam persekitaran perniagaan yang kian berubah. Lazimnya, dikatakan bahawa stor "HANYA MENAMBAH KOS TETAPI BUKANNYA NILAI". Organisasi harus menambah nilai dalam semua aktiviti-aktiviti stor dan 'warehouse' nya demi untuk mengekalkan kelebihan daya bersaing.

## OBJEKTIF

Para peserta seharusnya dapat;

- i. Memahami tanggungjawab-tanggungjawab mereka sebagai staf / pekerja stor/'warehouse'
- ii. Mengenalpasti cara-cara memperbaiki produktiviti stor masing-masing
- iii. Memahami peranan mereka sebagai sistem penyokong kepada pelbagai bahagian-bahagian suatu organisasi
- iv. Memahami kepentingan 5 objektif prestasi terhadap keupayaan sesuatu stor

## SASARAN PESERTA

Para pekerja yang mempunyai kaitan dengan kerja-kerja penstoran dan gudang termasuk Pengurus Stor, Penyelia Stor & Logistik, Pegawai Stor & Inventori, Penyelenggara Stor, Pembantu Stor & Inventori, Kerani Stor dan kakitangan stor yang berkenaan.

## METODOLOGI

Kelas secara online: sesi-sesi perbincangan, situasi sebenar dan latihan.

## KANDUNGAN KURSUS

### **MODUL 1- PENGENALAN KEPADA PENGURUSAN INVENTORI**

- Apa itu pengurusan inventori
- Faktor factor mempengaruhi inventory
- Kenapa inventori penting
- Kenis jenis inventori
- 20 teknik pengurusan inventori
- Cabaran-cabaran pengurusan inventori

### **MODUL 2- PENGENALAN KEPADA STOR/PENGURUSAN 'WAREHOUSE'/ GUDANG**

- Apa itu pengurusan stor/warehouse
- Tanggungjawab-tanggungjawab stor/warehouse
- Faktor-faktor yang harus di ambilkira dalam mengorganisasikan suatu stor/warehouse
- Misi stor/warehouse – fungsi-fungsi tradisi
  - peranan-peranan yang menambahbaik nilai
- Cabaran-cabaran pengurusan stor/warehouse terkini

### **MODUL 3- FUNGSI-FUNGSI STOR/WAREHOUSE**

- Penerimaan
- Penyimpanan
- Issue
- Perekodan
- Perkapalan
- Pemungutan pesanan

### **MODUL 4- TANGGUNGJAWAB DAN FUNGSI PEKERJA STOR/WAREHOUSE**

- Paras stok yang tepat
- Maklumat berkenaan keadaan stok
- Lokasi tepat
- Dokumentasi tepat
- Rekod tepat dan di kemaskinikan
- Perkapalan yang tepat
- Sistem pemfailan yang baik

## MODUL 5-PENERIMAAN DAN PENGISUAN STOR

- Permintaan untuk semak pesanan
- Produk pungutan
- Pembungkusan
- Penyediaan dokumen
- Rekod dan kemasukan data
- Pemfailan
- Isu-isu

## MODUL 6- FUNGSI-FUNGSI PENERIMAAN

- Bezakan item lawan 'DO' pembekal
- Item semakan lawan pemesanan belian
- Mengeluarkan dokumen penerimaan
- Kemasukan data
- Pemfailan
- Mengekalkan sistem penomboran bahagian yang berkesan

## MODUL 7 PEMERIKSAAN DAN PENGAMBILAN STOK

- Tujuan dan cara-cara pengambilan stok
- Prosedur pengambilan stok
- Rekonsil pengambilan stok
- Fungsi-fungsi sokongan – ciri-ciri, faedah-faedah, keselamatan, ergonomic, sekuriti dan pengekal

## PENCEREMAH KURSUS - Dr Thanabalan Vellloo

Thanabalan has extensive experience in the field of operations performance improvement particularly in various manufacturing and services industries. He is not only an excellent and resourceful trainer, he is also skilled in management and leadership of organizations. He graduated with an honour's degree in Management and Biochemistry from University of Science Malaysia in 1987.

He started his career in the manufacturing operations as a Production Executive and gradually moved in various managerial positions such as Production Manager, Packaging Manager, Planning and Logistics Manager, Sales Manager and Factory Manager.

To name a few of the organizations that he has worked for are Carsem semiconductor, Baxter Healthcare, London Rubber Company, Solectron, Mona Industries and Asiatic Dipped Products. This experience has given him a thorough understanding of the opportunities and problems involved with managing work, people and customers.

While working in the manufacturing sector he pursued an MBA program with University Kebangsaan Malaysia, majoring in General Management in 1996. Upon completion of his MBA in 1998 and also due to his passion for training, he switched his career to Training and development. To date he has conducted more than 900 training programs mainly in the area of employee

development, customer management and operations management / improvement. He is a very versatile trainer not only on the topics that he could train but a bilingual trainer as well. His fluency in Bahasa Malaysia has given him a competitive advantage especially in the present workplace condition.

As a corporate trainer he realized a major concern by organizations regarding Transfer of Training which he became interested to explore. He pursued his Ph.D in 2007 in order to identify the barriers to Training Transfer. He completed his Ph.D in 2013. Besides trainings, he also lectures part time in various higher learning institutions for their Degree and Masters programs.

He is a certified trainer with PSMB and to date has also conducted TNA projects and Train the Trainer programs for several companies. He is also a certified business coach representing University Malaya in coaching programs. Participants receive enhance benefits and impactful results from his training programmes because of his vast industrial exposure in various areas. He empowers people to increase their limits, level of commitment, higher level of performance of the individual, team and the organization in achieving organizational goals.

## YURAN PENYERTAAN (HRD Corp Claimable Course)

**REGISTER NOW → RM1, 188 per person**

# Inclusive of lunch, tea breaks, notes, certificate of attendance and 8% SST

### **For registration:**

1. Please email us a copy of your registration form;
2. (HRD Corp Registered Employer) Please apply via HRD Corp e-TRiS for HRD Corp Claimable Courses scheme before training date (subject to approval), **Training fee claiming = RM1,188.00 per person;** and
3. (HRD Corp Registered Employer) Upon training completion, please fill up form **PSMB/SBL-Khas/JD/14** and return it to us immediately. The delay in returning the form will result in delay of the employer's submission of claims.

## PENGANJUR (MyCoID: 791613A)

Malaysian Export Academy Sdn Bhd  
No. 47B, Jalan BP 7/2,  
Bandar Bukit Puchong,  
47120 Puchong, Selangor  
Tel: 019-3109496  
Fax: 03 8066 6152  
Contact Person: Faruq  
Email: faruqrazi.mexa@gmail.com

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## REGISTRATION FORM

(Email: faruqrazi.mexa@gmail.com )

Name	Designation	Handphone no.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Company/Organization: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Is your company registered with the Human Resource Development Fund (HRDF)?

Yes  No (please tick)

Is your company a Small and Medium Enterprise (SME)?

Yes  No (please tick)

### Participating Fee (HRD Corp Claimable Courses)

**RM1, 188.00 per person**

Fee inclusive of Lunch, Tea-Breaks, Course Notes, Certificate of Attendance and 8% SST

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### Payment / Terms & Conditions

Kindly make bank transfer payment to **Account No: 800 221 0777 of CIMB Bank**, payable to **Malaysian Export Academy Sdn Bhd**. Please email to us the bank transfer slip and registration form as proof of payment.

Any cancellation within one (1) week before the event is not refundable.

The management has the right to change the time / date of the event with notice to be given in advance.