



UNIVERSITI TEKNOLOGI MARA

FACULTY OF COMPUTER SCIENCE AND MATHEMATICS

E.C.O & EZY ROOM RENTAL

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DIPLOMA IN COMPUTER SCIENCE

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SUBMISSION LETTER

ENT300 Student,
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Puan Noraida Binti Omar,
ENT300 Lecturer, Universiti Teknologi MARA,
Jalan Meranek,
94300 Kota Samarahan,
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Puan,

SUBMISSION OF BUSINESS PELAN

As stated above, I, Ahmad Ramizu Bin Abdull Rahman as a General Manager and also representatives from my group members would like to submit our business pelan for evaluation and further action.

2. We are highly motivated in completing this challenging task of setting up a business and all the requirement needs in order to set up a business. This task gives us an opportunity in gaining more knowledge of setting up a business, besides gaining more knowledge about business.
3. Thus we hope our business pelan will be evaluate correctly and some of your comment and critics will guide us to make this business pelan work effectively.

Thank you,

Your sincerely,

(AHMAD RAMIZU BIN ABDULL RAHMAN)

General Manager, Eco &Ezy Room Rental

ACKNOWLEDGEMENT

We are thankful to God because the business of Eco &Ezy Room Rental can be completed in time.

We would also like to express our gratitude to our Fundamental of Entrepreneurship (ENT300) lecturer, Madam Noraida Binti Omar for her continuous comments, worthy supports and guidance in preparing our business proposal.

We want to acknowledge ourselves to the great joint venture contributed among us. Without morale support and facilitate shared among ourselves, the completion of the given assessment is a masterpiece. Even though there is some disagreement through the length of this project, we still can finish this project successfully. Hopefully we can contribute in an organization of our self in the future.

We would also like to thanks for those who had been involved throughout the completion of this proposal, either directly or indirectly. Thanks for the notes and guidance, mostly to our friends and seniors who had contributed on supporting us tireless.

Finally, we would like to thanks our family who has given us support some information, guidance and financial. We hope this business pelan will give the benefit to all of us and also could encourage the students to involve in business in the future and improving our economy.

Thank you,

Faithfully,

General Manager

(Ahmad Ramizu bin Abdull Rahman)

Eco &Ezy Room Rental

EXECUTIVE SUMMARY

A Room Renting Service is an establishment which primarily serves worker that comes from other places that needed a place to stay because they want to be nearer to their workplace and as for students near their campuses. It shares some of the characteristics of a house renting but at a cheaper cost. A room renting service main focus is to help people with their daily needs

There are criteria and conditions that have to be fulfilled which require the involvement of effort and precision of giving our service. The demands of the customers are to be recognized in order to satisfy them. This can be achieved by providing a better service than any other room renting services, since customers sometimes demand for something new than what they used to have. When these requirements are fulfilled, the organization then can maximize the profits from the business and increase the number of customers.

All the equipments will be checked and re-checked to ensure that the operations run smoothly and efficiently in terms of customers satisfactory. This is important not just for the purpose of gaining customers, but also in order to sustain the trust and existing numbers of customers, but also in order to sustain the trust and the existing numbers of customers. It's their right according to the law and to be treated in a proper way.

It has been decided that the form of the business is partnership. It is a collaboration among members to form or make a business. The E.C.O & EZY Room Renting Service consists of five members all together and each member will contribute in term of money with a certain amount as agreed in the agreement. The business will start opening in 1st January 2016.

All members entitled to participate in the management of the business. We have discussed and all agreed that Ahmad Ramizu Bin Abdull Rahman will be General Manager of E.C.O & EZY Room Renting Service. As for marketing management or manager, we decided to appoint Mohd Shahrim Bin Bussman as marketing manager. We also decided that Muhammad Hafiz Bin Musa would be given the position of operation manager, Mohd Azwan Bin Abdul Musad as our administrative manager and Franson Francis Kasun as our financial manager.

The lead or the head of the management of E.C.O & EZY Room Renting Service is the General Manager and will be assisted by other managers. Leading, controlling, organizing and planning of the entire business are the responsibility of the General Manager. Developing marketing strategies, identifying market shares, and develop market forecast, are the responsibility of Marketing Manager as well as promoting the company. The operation of the business and the flow of the business are control and monitor by the Operation Manager. The worker will also be supervised by the Operation Manager. The Administration Manager is responsible for the office administrative and other thing regarding the company's office. All things regarding the financial of the company will be manage by the Financial Manager.