INFORMATION TECHNOLOGY AND QUANTITATIVE SCIENCES FACULTY DIPLOMA IN COMPUTER SCIENCE



UNIVERSITI TEKNOLOGI MARA ARAU CAMPUS

I-SYSTECH SDN. BHD

ETR 300

PREPARED BY:

MOHD KHAIRUL FADZLI BIN MOHD AZMI	2002268828
MOHD NORAZLAN BIN MOHD NOH	2002268643
MUHD BAHARUL NASHIM BIN IBRAHIM	2002268549
MOHAMAD SIDDIQ BIN ROSELY	2002268556
AHMAD TARMIZI BIN RAZALI	2002268389

TABLE OF CONTENT

NO	CONTENT	PAGES
1	Preface	1
2	Acknowledgement	2
3	Letter of transmittal	3
4	Purpose	5
5	Introduction	6-25
6	Administration part	26
	1.1 Business structure	27
	1.2 Business Hierarchy	28
	1.3 location	29
	1.4 Office plan	30-32
	1.5 Worker Recruitment	33
	1.6 Staff List	34
	1.7 Job Description	35-36
	1.8 Incentive Planning	37-38
	1.9 Remuneration	39
	2.0 Office Furniture and Fitting List	40
	2.1 Administrator Expenditure	41
7	Marketing Part	
	1.1 Product Concept	42
	1.2 Target Market	43
	1.3 Market Size	44
	1.4 Competitor	45
	1.5 Strength and weaknesses	46
	1.6 Market Share	47-48
	1.7 Sale Forecast	49
	1.8 Marketing Strategy	50-51
	1.9 Marketing Budget Schedule	52
8	Operating part	
	1.1 Introduction	53
	1.2 Objective And Mission Of Operation Plan	54
-	1.3 Operating Area	55
	1.4 The Operational Activity	56
*********	1.5 Flow Chart Process	57
	1.6 Remuneration Table	58
	1.7 Job Description	58
	1.8 Stocks Expenditure	59
	1.9 Selling Price	60
	2.0 Operation's Expenditure	61
~	2.1 Operation's Budget	62
9	Financial Part	
	1.1 Introduction	63
	1.2 Project Implementation Cost	64

	1.3 Budgeted Expenditure	65
	1.4 Budgeted Purchases Of Material	66
	1.5 Sales Budget	67
	1.6 Depreciation Of Fixed Asset & Loan	68
	Repayment Schedules	
	1.7 Pro-Forma Cash Flow Statement	69
	1.8 Pro-Forma Profit And Loss Statement	70
	1.9 Pro-Forma Balance Sheet	71
	2.0 Financial Ratios	72
	2.1 Financial Analysis	73
10	Conclusion	74

INTRODUCTION

I-SYSTECH SDN. BHD. is a private company, which offers the latest product of office equipment and furniture, which comes in separate or package.

Before we opened our business, which situated at **Shahab Perdana Alor Star**, **Kedah**, we had done some research about the market size and target market. We are confident that this business will have a high potential to develop because around our business area, we can see many companies and schools and they will be our target market

In details, our business is located at 205-C, Jalan Shahab 4, Shahab Perdana, Jalan Sultanah Samb., 05150 Alor Star, Kedah. We had decided to choose this location as our business site because for us, it was an appropriate place to open a new business. With wide size of the shop and company building, it will make a lot of comfortable for us to work, especially when doing this kind of business.

To begin and run the business, I-SYSTECH SDN. BHD. needs an initial capitals worth RM 505,739. This capital will be used to manage the company, buy initial stocks, pay our staffs' salaries, promotion and other operating cost. With all of our confidence to manage this capital, together with the supports from some useful factors such as good marketing strategies, success promotion and so on, we believe that we can control the market and becomes the most wanted and well known company in some period of time. That is the spirit of business that we put in all of our staff mentality.

COMPANY BACKGROUND



Company's name

: I-SYSTECH SDN.BHD.

Company's address

205-C, JALAN SHAHAB 4,

SHAHAB PERDANA,

JALAN SULTANAH SAMBUNGAN,

05150 ALOR STAR,

KEDAH DARUL AMAN.

Correspondence address

Same as above.

Telephone number

04-4411234.

Fax

04-4422331.

Form of business

PRIVATE COMPANY.

Main activity

TRADING LATEST OFFICE

EQUIPMENT AND FURNITURE TOGETHER WITH SERVICES.

Date of commencement of business:

1 January 2005

Date of business registration

15 Jun 2004

Business registration number

505403V

Capital source

MAJLIS AMANAH RAKYAT

MALAYSIA (MARA)

Bank account number

0232500000052651