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UNIVERSITI
TEKNOLOGI
MARA

887

FACULTY OF ARCHITECTURE , PLANNING AND
SURVEYING

DIPLOMA IN QUANTITY SURVEYING

(AP114)

ENT300

ENTREPRENEURSHIP

NOVA FINISHING SERVICES

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Nova Finishing Services

2.1 EXECUTIVE SUMMARY

Our company name is Nova Finishing Services. The business of our company has been decided on the form of partnerships. Each partner has contributes certain amount of capital as agreed in our agreement. Our main business activity is to offers services by providing finishes services in terms of tilling and ceiling.

All partners are encourage and entitled to participate in all business management. We have agreed that Jillian Jayce Pinso as the General Manager and the Marketing Manager is Erni Karni bte. Mohamed Sujak, Fatin Syahirah Aminy bte Salahuddin Aminy as the Operational Manager and Administration Manager and Vimelia Anak Laku as the Financial Manager. The selection of General Manager is based on consensus among all the partners and selected based on the criteria of experience, skills and abilities.

The management team will be lead by the General Manager and the other manager will help in other process. The task and responsibilities of a General Manager is responsible involve in the process of controlling, leading, organizing as well as plan the entire business. The marketing manager will responsible in preparing the marketing process which includes the process of identifying the target market, determining the market size, identifying the competitors, determining the market share, developing the sales forecast and marketing strategies. Meanwhile, the Operation Manager is responsible to the operation of the business as whole. The Operation Manager will supervise, coordinate and make sure the operation of the business is running smoothly. The Administrative Manager will responsible in doing for all jobs relating to office administration business. This includes the process of selecting the staff, hiring staff, remuneration schedule of salary and wages and also planning the fringe benefits for the staff. Lastly, the Financial Manager will be accountable to handle the financial matters such as preparing the budget, financial statement for expenses, controlling the flow of the money of the organization and also preparing account statement at the end of the accounting period for auditing purposes.

Nova Finishing Services

2.4 INTRODUCTION TO BUSINESS PLAN

Nova Finishing Services is the name of our company that offers services in terms of ceiling and tiling services. Our company is a partnership business that will be opened for the first branch in Jln Simen, Pending Kuching, Sarawak.

Our company is 100% own by local people and will be operated on 18th May 2012. Our businesses are mainly more to construction works. We provide services for installing and assembling tiling and ceiling for building. Services we provided are given to both existed and new building.

Our company not only provide services directly to users but also providing services to nominal contractor as a sub-contractor. This is because the demand of skilled workers on providing finishing services is high.

The factor of choosing this business is to provide materials or specifically, finishes for a better appearance to the existing building or new building. This is because there is small number of competition for this kind of business and the profit calculated for us to gain is higher due to the construction active nowadays. Other than that, we chose services as it is much more ease to handle rather than product because our business are starting from scratch.

Moreover, we stress on giving a good and efficient services as we want our company to be known to provide a good quality of services. The workers hired are all skilled labours and have a few years of experience, thus, they are much likely know how to do their work.

3.1 INTRODUCTION

A business needs an efficient and proactive management which can run the organization effectively and efficiently. A good business management can be contributed among the partners and being responsible and as well enable to produce a good output of their working performance. The partners must be able to identify the potential and abilities possessed by the company which can actually boost the morale of working within the organization. In addition, participant of the other personnel is also important to operate the business very well in order to accomplish the mission and vision of the company or organization, maximize the profit and improve the reputation of the company.

A well manage of administration plan is important to achieve a successful business. Administration consists of a group that running the activities of administration and has an authority to administer the organization. They are General Manager, Administration Manager, Operational Manager, Marketing Manager and Financial Manager.

Administrative is the vital requirement for any organization to thrive and succeed in its operation. Without administration to administrate an organization, it is impossible for the company to run smoothly and there will be chaos throughout the company.

Several aspects need to be considered. To reach the organization's goals, the shareholders are liable to formulate company's policy and procedure to ensure the attainment of business mission, vision and objectives. The position and responsibility had been given to all shareholders according to educational background, skills and abilities in order to ensure the company/organization runs smoothly.

In order to effective in matters above, an administrative manager must be able communicate well and sustain a good relationships with the employees. This will increase the accuracy of information each party receives during the transaction of information in the organization. Our company/organization will put all efforts, towards the advancement for our business and try to promote our company to become well known in Kuching.