DIPLOMA IN OFFICE MANAGEMENT AND TECHNOLOGY

IUSII AUTO AGGESSORIES

BUSINESS PLAN

(ETR 300)

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Sir

SUBMISSION OF BUSINESS PLAN

Referring to the above matter, we the students of semester 06 from Diploma in Office Management and Technology would like to submit our business plan to fulfill the ETR 300's requirement.

As you can read from this business plan, our business focuses on trading of car accessories. Our business is a partnership business, with five people as it partners. We have been divided into five different designations, which comprises of Umi Hazemah Hairizain as the Managing Director, Nur Latifah Kamal as the Administrative Manager, Mohd. Hafadzlee Mohammad as the Marketing Manager, Hanny Susanti Jamal as the Operational Manager, and Siti Rohani Umar as the Finance Manager.

We hope that our business plan will please you and fulfill the requirement for this course. We also hope that it can help other people, who want to pursue this business, to make our business plan as their reference. Your teaching and guidance in making this possible is much appreciated. Thank you.

Yours sincerely

UMI HAZEMAH HAIRIZAIN

Managing Director