

UNIVERSITI TEKNOLOGI MARA

ENT 300

FUNDAMENTALS OF ENTREPRENEURSHIP

BUSINESS PLAN

R&J ACCESSORIES AND DECORATION

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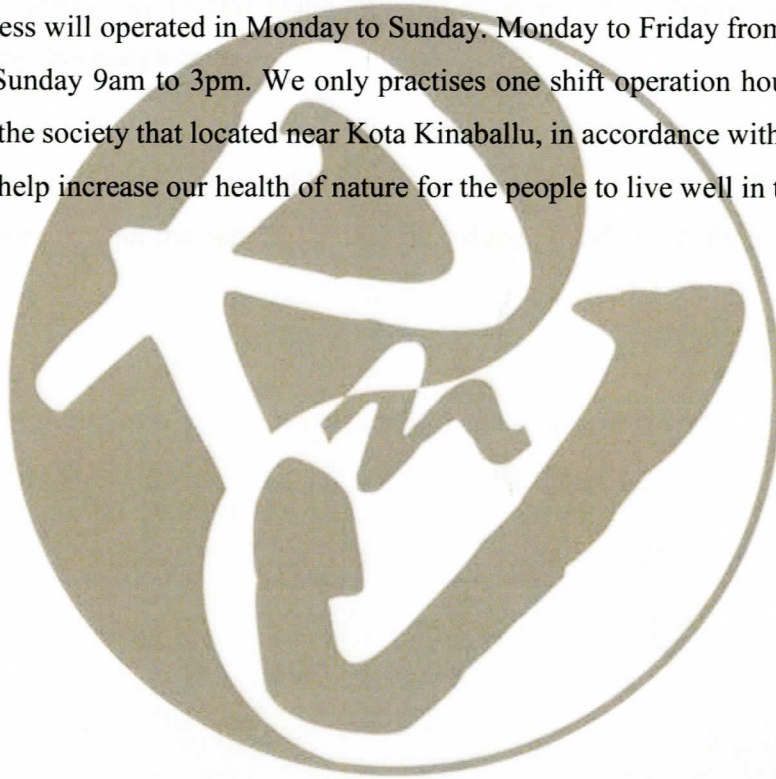
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EXECUTIVE SUMMARY

The name of our company is R&J accessories and decorations. We provide a services decoration to the customers such as flowers decoration, house stick, basket and other interesting accessories and decoration. We decided to set up a small shop at the Center Point Kota Kinabalu to generate more income for our company.

Our business will be located at Center Point at Kota Kinaballu. Our company aim is to save the environment and support the campaign green earth.

Our business will operated in Monday to Sunday. Monday to Friday from 8am to 6pm and Saturday to Sunday 9am to 3pm. We only practises one shift operation hour. Our target market would be the society that located near Kota Kinaballu, in accordance with our business nature we aim to help increase our health of nature for the people to live well in the future.



1.0 INTRODUCTION

The value of administration department is gaining increasing importance managing organizations and makes the real difference in achieving organizational goals. Is it therefore a very important element because an organization needs systematic skills to manage the business in an efficient and an effective way. A successful business depends on the management of the organization and the togetherness of its subordinate. Discipline is crucial for administration department in order to achieve the goals by the time period given. Moreover, administration department is responsible to make sure that the staff loyal towards the organization. There are many benefits that been given to the staff in order to make them loyal. In addition, it is become administration manager responsibilities to make sure that the staff get their payment at the accurate time.

