



اَوْنِيُوْرَسِيْتِي تِي كُونُوْ لُو كِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

VINC PEKASAM IKAN

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SUBMITTED AS A PARTIAL FULLFILMENT FOR THE REQUIREMENT OF

ENT 300

FUNDAMENTAL OF ENTREPRENEURSHIP

SUBMITTED TO: MR. AHMAD FAISAL BIN MAHDI

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SUBMISSION LETTER

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SARAWAK

Mr Ahmad Faisal bin Mahdi
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Sir,

R.E: SUBMISSION OF BUSINESS PLAN REPORT

As representative of our VINC PEKASAM IKAN enterprise, I would like to submit our business plan for your evaluation and further action. We are very grateful for the generous amount of motivation and support not to mentioned guidance given which has indeed paved us the way and anchored us toward our aim and goal when preparing and finally completing this business plan on time and as scheduled.

INTRODUCTION OF ADMINISTRATION

Administration is the most important thing when it up to business. It is to make the business run smoothly as expected. In an organization, all managers have to play their role to achieve the mission, vision, and objectives of the organization. Management of a company functions by planning, organizing, leading and controlling all the process of the business.

VINC company are aim to be the trusted for producing Perkasam Ikan that is Malaysian traditional food. To be trusted, administration should conduct, lead and take care of their business and staff that work in the company so the employees and the business run smoothly and gaining profit. The management will make sure their worker will welfare guaranteed.

The role of administration department also help assisting each employee by determine the equipment and personal needed to run the business efficiently. This department also plays its role to play a selection and bring a good look to create a standard of specification.

An etiquette must have in the VINC company because it is the standard of administrative objective. Employees need to be committed and honest toward their job. Administrative manager will conduct and gives the instruction on doing their work. Administrative manager will record what happen in the company and outside to related with the company besides helping the company.

OBJECTIVES

Our objectives are to ensure the business running smoothly according to the business plan through planning, organizing, leading and controlling from the administration department. From that, our business will run effectively and efficient because we have a schedule to do the task, duties and responsibility.

Other than that, to ensure our business is to understand by the partner and workers. It is because, when Administration Department have and organizational structure, our partner and workers are easy to understand from whom they need submit the report and from whom they need to refer if have any problem.

Lastly, to make business looking more attractive. It is because the Administration Department has their own allocation to purchase anything but it must relate with the Administration Department. Administration Department cannot over expenses, if that happen it will lead loss to the business. Having a Administration Department, it can control and manage expenses.