



UNIVERSITY OF TECHNOLOGY MARA
KOTA SAMARAHAN CAMPUS, SARAWAK

YUNIBASARU MEE

ENT300
FUNDAMENTALS OF ENTREPRENUERSHIP

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DYGKU SITI MARIAM BINTI AWG SUHAI	2010275044
ABDUL JABBAR BIN SAHDI	2010248594
WINNIE AK MITOL @ JIMEL	2010839194

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Sukacita sekiranya pihak tuan/puan dapat membantu dan memberi kerjasama kepada pelajar di atas dari Program **Diploma Sains Komputer** untuk membuat satu kertas projek bagi kursus **ENT 300 (Fundamentals Of Entrepreneurship)**.

Maklumat-maklumat daripada jabatan/agensi/syarikat tuan/puan amatlah diperlukan bagi melengkapkan kertas projek tersebut. Semua maklumat yang tuan/puan berikan adalah untuk tujuan akademik sahaja.

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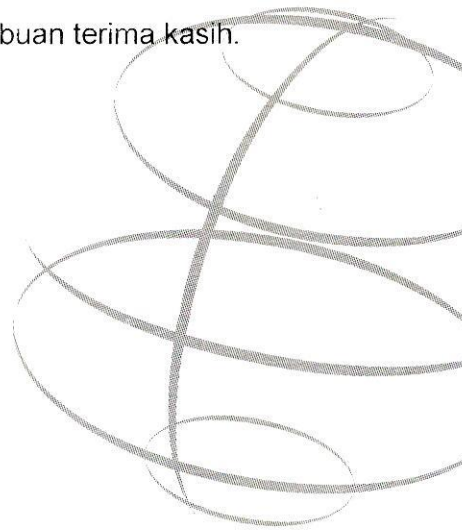
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Sarawak 2009

USAHA, TAQWA, MULIA

1.2 Introduction to business plan

Yunibāsaru MEE is based on partnership business which consists of four members. The main business activity we make and serve the foods and drinks by our own. The business is in the form of enterprise which all the shareholders had agreed as stated in agreement letter which the amount of capital , profit and loss will be divided equally among us. We have agreed to choose this type of business entity as for the entire shareholder will gain their profit and losses accordingly to their ratio. Furthermore, this form of business entity will encourage the entire shareholder to maximize their productivity to increase the profit gain and will work hard to avoid losses.

1.3 Name of the company

The name of our company is Yunibāsaru Mee based on Japanese word means Universal. The business is in form of enterprise which consists of four members. Each partner contributes certain amount of capital as agreed in agreement. The main business activity we make and serving the foods and drinks by our own. Yunibāsaru Mee is our Privilege. Concept of our business is like a mini bar restaurant concept. Our business operation is at 9.00 am to 10.00 pm on weekdays and on weekends, while in public holiday we closed or shop in order to give a chance for our worker and ours self rest.

All of our partners assign to their work based on their specialty, experience and also skills needed to each of the task given. We have to work together in order to make or business plan done .As we all agreed the General Manager position hold by Dewi Asyikin Binti Ajes ,Operational Manager Hold by Abdul Jabbar Bin Sahdi ,Dygku Siti Mariam as the Marketing Manager and Winnie Mitol @Jimel as the Financial Manager.

2 Administrative Plan

2.1 Introduction to administrative plan

Administrative is the vital requirement for any organization to thrive and succeed in its operation. Without administrative to administrate an organization, it is impossible for the company to run smoothly and there will be chaos throughout the company should any unfortunate events occur in the absent of an Administration Manager.

That being said, the Administration Manager of an organization is an important position in a company everywhere. An Administration Manager sets up the business that matters with the resources and determining the process that is best for the organization in order to achieve the organizational goals.

Another aspect that the Administration Manager covers is internal management of personnel. The said Administration Manager defines and highlights the best outcomes of harmonious relationship between all the staffs in order to get the best for the organization. This can also lead to better efficiency of resources and interaction within the organization itself.

Without an Administration Manager in a company, the vision and mission of the company are too vague and will not be understood by the staffs in order to be applied in the organization. The Administration Manager will also ensure the distribution of resources is applied evenly and fairly.