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Executive Summary

Sabah Borneo Racing is a new company that operates in Sabah, Malaysia. It is a business that involved in motorsports. Our business registered by the name of Sabah Borneo Racing because that is the name that represent the places we do our business at the same time the main business that we do which is in motorsport categories. This business is run by five persons. Our members consists General Manager, Administrative Manager, Marketing Manager, Operational Manager and Financial Manager.

We start this business because we have found that this kind of business does not exist yet in Sabah and in Malaysia also it is rare. We inspired to do this business because of us also share the same interest in motorsports. We want to come out with something special which is the drag track. Our track is a proper track to race in proper ways and decrease the number of illegal race outside. We have the feeling that, by providing this track it will open peoples 'mind that race in a proper way and legal is better than do illegal race. We can say that our track is safe and the best ways to share and show their talents.

As for the business, we provides track for drag racing for cars. This track is 400 meters long. We also provides grandstand for the visitors to watch the race. Our target market is exactly for the person that interested in motorsport especially for those who love to race which is youth and also adults.

Introduction

All business organization required a good and efficient administrative executive as important role in business success. Management in the organization will be more proper as each department was properly manage by each skilled and qualified manager in managing each responsibilities that they need to do in order to make the organization runs smoothly. In addition, with a proper management in an organization, it will gain trusts on every person or organization that work as a partner and to be a partner in the organization.

In archiving the company's goals, an effective ways to develop and success is to make a proper planning for the business. This reflects the responsibilities of an administrative manager as to avoid the wastage in using the resources in the company. Plus, by proper way in using the resources will make the company maintain its budget and at the same time make profit effectively.

Other than that, admin manager was also responsible in managing the employee's salary in the organization. In addition, employeesbenefits will be kept in save and recorded for future reference for the uses of the organization. Besides that, admin manager also responsible in provide training for every new staff that work under the admin manager.

Many important elements that need to be considered in a good administrative plan which is an organization chart that indicates the company's management level, administrative budget which to ensure the company's budget in efficient and proper managed. In addition, a good administration can ensure that the company's run smoothly and in good condition by conducting a proper organization activity that can cope with the organization goals in term of vision, mission and organization objective.