TABLE OF CONTENTS

NO	TOPIC	PAGE
1	STAR ALUMINIUM ENTERPRISE	
_	g Synopsis	1
	g Confirmation Letter as UiTM students	2
		3
	ø Acknowledgement	-
	Introduction	6
	ø Objectives	6
	⊌ Logo	9
		11
	Business background	13
		14
2	ADMINISTRATION PLAN	
		19
		20
	Objective of an organization	21
		22
	ಖ Office plan	23
	Organization Structure	24
	ø Workforces	25
	Jobs specification	26
	න Salary schedule	29
	g Employees incentive	30
	g Fixtures and fittings expenses	32
	Ø Office equipment and preliminary expenses	3 3
		34
3.	MARKETING EXPENSES	
	න Introduction	35
		36
	ø Target market	37
	ø Competitors	38
		39
		40
		42
	Market Size	44
		44
	Marketing expenses	45



OPERATIONAL PLAN

4.	g Introduction	50
7.	g Future plan	51
	g Organization chart	50
	Business location	53
	Operational strategy	54
	g Package of products	55
	Flow processing chart	56
	Operational expenses (monthly average)	59
		62
	g Purchase of raw materials	64
	Raw material planning	65
	g List of supplier	66
	Purchase of machinery	67
	g Operational equipment	68
	Wages and contribution schedule	69
	Employees Provided Fund Contribution Schedule (EPF)	69
	SOCSO contribution Social contribution	69
	g Operational expenses	70
	Manufacturing plan	71
5.	FINANCIAL PLAN	
	g Introduction	72
	Objective of financial plan	73
		74
	Project implementation cost schedule	75
	Sources of fund	77
	Assets schedule	
	Loan Amortization schedule	78
	g Table of depreciation	79
	Cash flow pro-forma statement	83
		84
	ger Trading, profit and loss account	85
	Balance sheets	86
6.	CONCLUSIONS	89
7	APPENDIX	90



SYNOPSIS

Star Aluminium Enterprise is a company that produce products made from aluminium. This concept is taken because there are not many Bumiputera company produce this kind of product. So, Star Aluminium Enterprise think that this is an advantage for us and the business will success.

Star Aluminium Enterprise produce window frame, sliding doors and other things. We also want to expose and commercialize our product. Nowadays, as we know most people knew about the benefit of using aluminium products as it is anti-rust and long-lasting.

In the management aspects, Star Aluminium Enterprise has the systematic management as they have five managers who will take part in this business. They are general manager, financial manager, marketing manager, administrative manager and operational manager that will plan, organize, lead and control the business in order to be success and can compete with the competitors.



INTRODUCTION

First of all, we would like to introduce ourselves as STAR ALUMINIUM ENTERPRISE. As the name of our company, it can be clearly known that we are producing products based on aluminum. Some of the products are windows frame, sliding doors and tables (special cases) because our main focus is to produce windows and doors frame made from aluminium as our target customer are the developer and contractor. The main purpose of selecting the business are to compete with other non-Bumiputera competitors, to be the among Bumiputera entrepreneurs and to learn and gain experience in starting the business.

OBJECTIVES

There are several objectives why we choose ALUMINIUM to be our business proposal.

FINANCIAL INSTITUTION

To convince financial institution to enhance the feasibility of loans as a basis for payment. It is also to get consultation from Statutory Bodies like MARA, MEDEC and DEVELOPMENT BANK. Loan from bank is important for us to proceed and smoothen our business plan. In addition, it is easier for banks to measure our business.

PARTNERS

To enable each partners to understand the real objectives of the business. To convince them that the business can achieve its objectives. It is also as the business guidelines to all the partners so that the real objective will not be out of the real track.





STAR ALUMINIUM ENTERPRISE

