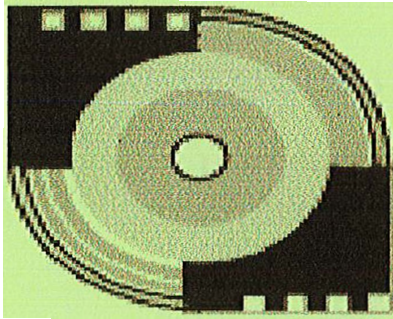


UNIVERSITI TEKNOLOGI MARA
CAMPUS SUNGAI PETANI



TRUE VUE
STUDIO CAM

ETR 300

DIPLOMA IN PUBLIC ADMINISTRATION
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KEPADA SESIAPA YANG BERKENAAN

Tuan/Puan

ASAS KEUSAHAWANAN (ETR)

Adalah dengan segala hormatnya dimaklumkan bahawa penama-penama yang dinyatakan di bawah ini adalah pelajar-pelajar UiTM Kampus Sungai Petani yang mengikuti subjek Asas Keusahawanan yang di kendalikan oleh Pusat Pembangunan Usahawan Malaysia (MEDEC) pada semester ini.

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Pelajar-pelajar berkenaan ialah:

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Pihak kami amat berbesar hati sekiranya pihak tuan/puan dapat memberi kerjasama yang sewajarnya kepada penama berkenaan.

Sekian, terima kasih.

Yang benar

Prof. Madya Maznah Wan Omar
Koordinator MEDEC
b.p Pengarah

EXECUTIVE SUMMARY

Nowadays, we know that business is one of the major sources of income for human since the early ages of civilization. Nowadays, the photo industries become very important in this era of globalization. This business can gain more profit compare to another business because people now prefer to save their memory in the pictures.

For our business we provide photo images services with packages. Besides that, we also provide batteries, film, and camera. We run a partnership business that is contributed by Azizul Hakim Muhamad as a General Manager, Norshafinar Shah Budin as an Administration Manager, Nur Afizah Md Ideris as a Marketing Manager, Nur Sabrina Noorjan @ Noorzan as a Operation Manager and Husniah Akhir as a Financial Manager.

Our business capital is 260955.77. Each partners contributes RM10791.15 the balance finance by Bank Muamalat. All partners have a good academic qualification and experience in working. We have four general workers that help us in running our business.

These are several factors that influence us to choose No. 56, Aras 1, Kompleks Bandar Darul Aman, Bandar Darul, Bandar Darul Aman, 06220 Jitra, Kedah Darul Aman as our business location. Which is the monthly rental cost of our office restaurant is only RM 1800. It is easily to the customer to find our business location. Besides, there is sufficient infrastructure provided in that area.

For administration plan, we had decided to rent one double storey houses to run our business. First floor for administration unit and for ground floor for operating in our business. Besides, in administration unit also we have to administer our shop smoothly in order to achieve short-term and long-term goal. Finally, we have to make sure our management staff and all the workers work in good working condition in working establishment. To sum up all my point in administration unit we can conclude that the welfare of all workers will be guaranteed as well as can produce productive workers and gain profit for our shop.