

UNIVERSITI TEKNOLOGI MARA

DIPLOMA IN PLANTING INDUSTRY MANAGEMENT  
FUNDAMENTAL OF ENTREPRENEURSHIP  
(ENT 300)

SULAP DO TAAKANON  
BUSINESS PLAN

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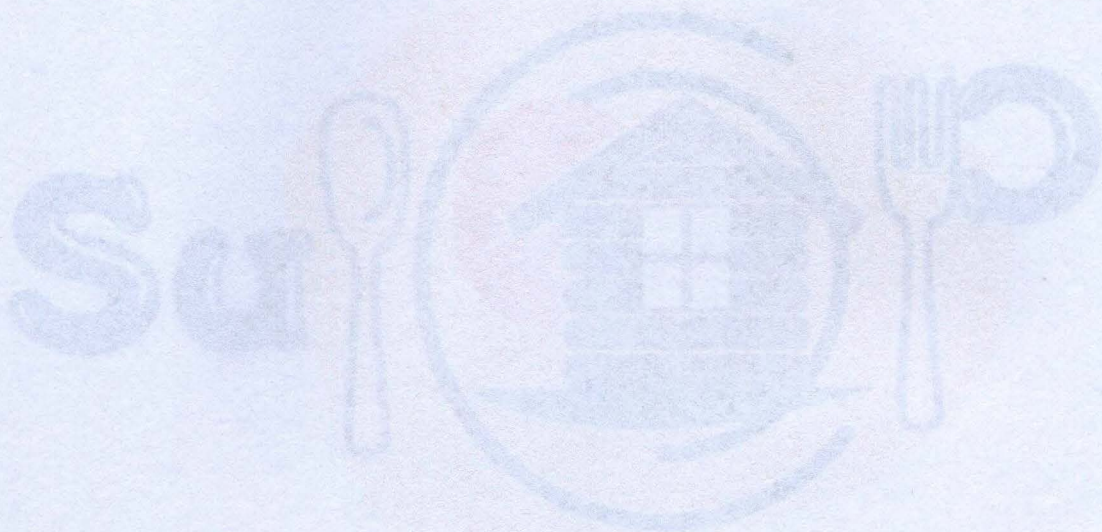
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COMPANY BACKGROUND

COMPANY LOGO



SULAP DO TAAKANON

DESCRIPTION

Sulap Do Taakanon is the symbol of our company. Our name Sulap Do Taakanon is originated from one of the ethnic in Sabah which is Dusun. The meaning of our company name is Sulap which means house or a place to stay, Taakanon which means eat. Overall it means a place to stay to eat. Originally our company decided to open a restaurant based on traditional food from all around Sabah. However, we decided to only produce one product in the beginning of our business and will accomplish our dreams in opening traditional food restaurant in order to introduce Sabah food to the outsiders. Therefore we choose to produce our very first product which is Kelapa Susu that are basically fruit that symbolize villages and sort of traditional food but has been foster or modernize in order to fit the consumer taste and demand.



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## **ADMINISTRATION PLAN**

### **Introduction**

The administration manager is the most important thing and they are responsible for ensuring businesses run smoothly. Administrative managers may have responsibility for the office budget and the maintenance schedules for supplies, equipment and technological systems. In addition, these professionals may manage the schedules of the company's top executives.

As we know, the administrative managers are often the first point of contact for general business questions. Depending on the size and nature of the company, they may handle human resources duties such as employee orientation, contracts and payroll issues.

Furthermore, because of their daily duties can be varied and unpredictable, administrative managers should be able to manage different personalities and handle shifting priorities while maintaining a calm, professional demeanour. Administrative managers also need to be highly organized multitasking who are comfortable managing others, providing feedback, motivating the administrative support team and resolving office conflicts.

In order to achieve our business goals, an effective plan will be planned to make sure that our whole organization run smoothly and properly. Besides that, the administration managers are responsible to set up the salaries for the employees. Moreover, the administration manager should give training to the employees in order to improve their skills so they can work more efficiently.

In a nutshell, administrations have a vital task to do. Apart from that, they should play their role more efficiently in order to make sure their organization work successfully. Sulap Do Taakanon Company will focus in distribution and selling Kelapa Susu around Sabah. We hope that our business will get high demand and satisfaction from the customer day by day and get high profit from it.