



MARA UNIVERSITY OF TECHNOLOGY
SAMARAHAN CAMPUS

ETR 300

WONDERFUL LAND

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1.1 EXECUTIVE SUMMARY

Wonderful Land is a partnership company. There are six members of the partnership which are the General Manager, Administrative Manager, Financial Manager, Marketing Manager and Operation Manager. The major business of our company is providing services specialist in landscaping to the local residents.

This Wonderful Land of ours is located at Lot 749, Tabuan, Kuching Sarawak. It will affect of its operation with a starting capital around RM480, 000. The premise is well equipped with all facility. This area is a commercialized area and consist variety of customers.

Even though there are few competitors at our location, we have full confident that we can compete with them. Due to the advantages and the accommodations as mention early we sure can capture a substantial portion of market.

1.2 INTRODUCTION

Name of Business

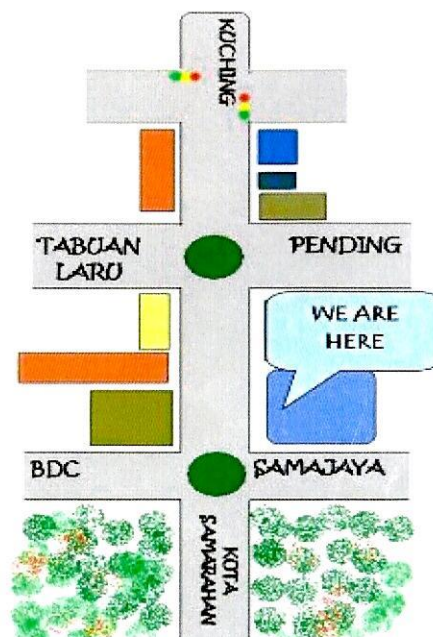
The name of our company is Wonderful Land. We choose this name because it represents our business that is focus in landscaping. As a landscape company, we want gives our services; provide landscape to our client. We want to gives our client a good environment. With the landscape we can make our clients happy. They can reduce their stress when they see and feel the landscape. They can see plant, rock, water, flower and flora.

Nature of Business

Our business is based on the problem faced by people who want good and nature environment. Nowadays, we faced many pollution including air pollution and environmental pollution. People want alternative from this situation. People want fresh air and colorful environment. So, we want give solution to people with provides landscape services. We can change the environment and people will feels good.

Location

Wonderful Land,
Lot 749, Jalan Tabuan Jaya,
93350 Kuching,
Sarawak.



2.1 INTRODUCTION TO THE ADMINISTRATION

Administration is the organization and running of a business of a system. Administration is also the action of giving out or applying something in the organization.

A systematic administration in organization plays an important role to make sure that the goal or the objectives of the business entity can be achieved in time. In order to achieve the objectives, one must set up plans and strategies. Administration also ensures that their project is agreed by the top-level.

Our company also faced the same situation as the other whereby we have to plan each task carefully and divided our work among ourselves according to the skill and qualification of the business. The administration will manage the business by using the process of planning, leading, organizing, and controlling so that the business will be more effective and efficient to manage.

Departmental Administrative Staff report directly to their supervisors, in the department (e.g., chair, unit head, unit or departmental administrator, principal investigator, etc.)

As a conclusion, the planning for the administration department is very important as to make sure the company will easily operation and can achieve the goals of the company.