



**UNIVERSITI TEKNOLOGI MARA CAWANGAN KEDAH
KAMPUS SUNGAI PETANI
INTRODUCTION TO ENTREPRENUERSHIP ETR300**

**DEL CORAZON
SOUVENIRS CENTER AND WRAPPING SERVICE**

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KEPADA SESIAPA YANG BERKENAAN

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INTRODUCTION

Del Corazon is a business that selling a multiple souvenirs and providing a wrapping services. It has its own administration that is important part in making a business plan. It is about the administration of the business and it can show us the skillful of entrepreneur in managing and administrating the business.

In the business, we have our own mission and objectives that should be achieved in a specific period of time. This is made in order to ensure the business running could make the demand of the customers can be fulfilled. All the important skill and expertise in administration is use to make the business more dynamic and successful.

The administrative also to manage the management systems effective and systematically. In terms of contract of services, we should follow the rules and regulation of the partnership. There is a hierarchy in organization structure to make all the management become more clearly, orderly and easy to understand. All the partnership have their own task and responsibility to be fulfilled.

The budget in the administration plan is prepared to record all the expenses made. So that, indirectly it can help to identify the profits and loses in the business.

MISSION

In the administration plan, we have our own mission. Firstly, there is to make sure that the administration is always in a best performance. From the starting of the business until the end of the year, we will ensure that all the planning will be implemented systematically.

Secondly, administration plan also allocate the budget of the administration is used in the right way. A good estimate budgeting will help a smooth running of business. The misspending in the administration plan easily can be identified.

Then, the administration plan allocates the assets that are used like a building or premise, a van and others for the development of the business. It's also to make sure that the salary and wages is paid to the partners based on the partnership agreement.

Our businesses as a trading want also to be an effective trader to the customers. To make big revenue, we have to attract the customer to come to our shop. So that, a creative renovation was made for this purpose. Also to make our shop more beautiful as a healthy competitor to others, with our own decoration.