



# Practical Purchasing Skills and Inventory Management

03-04 March 2018 | 8:30am to 5:00pm | Hotel  
Deadline : 26 February 2018

## ABOUT TRAINER

### Mr Khim Phon (M.Ed and M.B.A, CAT)

*(Specialization: Basic Bookkeeping and Business Management Skill, Procurement Management Skill, Accounting Management System, Problem Solving Skill, School Development Planning, Effective School Leadership, Effective Budgeting Skill, Accounting Principles and Financial Management)*

Mr Khim Phon is a proficient director who has directed and managed up to 47 operation branches, as well as, operating budget up to \$10 million. He is an exceptional problem-solver and decision maker with diverse experience in finance, accounting, and all aspects of office operation, as well as expertise in general accounting, payroll taxes, analysis, management, budgeting, cash management, cost accounting, management reporting, inventory, payroll, accounts receivable and payable, and information systems.

Mr Khim Phon has earned Master of Finance from National University of Management and Master of Educational Management from Royal University of Phnom Penh.

Mr Khim Phon has conducted the following training courses to internal and external clients such as Basic Bookkeeping and Business Management Skill, Procurement Management Skill, Accounting Management System, Problem Solving Skill, School Development Planning, Effective School Leadership, Effective Budgeting Skill, Accounting Principles and Financial Management.

## COURSE OBJECTIVE

**At the end of the course, all participants will be able to:**

- Understand role of purchasing & its cycle
- Know what data is required in a Material Purchase
- Get knowledge of criteria for Vendor Evaluation & Selection
- Understand how to negotiate with suppliers
- Get knowledge of effective inventory operations in the supply chain
- Enable analysis and examination of current operations
- Make organizational improvement

## COURSE CONTENTS

### Module 1: Purchasing Management

- What is purchasing?
- Purchasing functions
- Purchasing cycle
- Purchasing professionals

### Module 2: Supplier Selection

- Importance of supplier selection
- Supplier selection process
- Supplier evaluation criteria
- Supplier evaluation methods

### Module 3: Inventory Management

- Elements of inventory management
- Inventory control systems
- Economic order quantity models
- Reorder point

### Module 4: Warehouse Management

- Roles of warehouse in a company
- Logistic processes in the warehouse
- Material and products flows
- Information systems in the warehouse

## TARGET PARTICIPANTS

This program is designed for inventory, stock, supply chain, logistic, warehouse, and distribution supervisors/managers, and owners, operators, owners and directors of companies who hold stock and inventory.

## TRAINING FEE

- Direct Member: **USD180 Nett/person**
- Member of GMAC, MBCC, CMA, IBC, ACRA, BBAC, EuroCham, AMCHAM, MAC: **USD 210 Nett/person**
- Non Member: **USD 230 Nett/person**
- (Fee is inclusive of Lunch and learning materials. Certificate of completion provided)

