Administration, Financial & Asset

HUMAN RESOURCE AND MANAGEMENT DIVISION----------{tab=Objective}
1.To Establish Planning and Number of Optimum Services.
2.To ensure a Staff Services Management are rendered efficiently.
3.To organize and standardize a training, for staff sistematically and well planned;
4.To establish a productive, efficient an excellent stuff.

{tab=Functions}
To provide a Human Resource Services professionally through an efficient body asell as an update management system.

{tab=Main Activities}
1.To plan human and organizational development capacity.
2.Management of staff's services.
3.Development of Human Resource throughout training and course;
4.Management of performances, promotion and discipline.
{/tabs} ADMNISTRATION DIVISION----------{tab=Objective}
1.To establish an administration organization which is efficient, knowledgeable, competative, dedicated and commitment.
2.To implement a brightess environment of working area with comfortableand condusive.
3.To adapt and improve a culture of sport, health, and safety in working place as well as the relationship among officers and stabbs.

{tab=Functions}
1.Implementing and adminitration organization of Malacca Syariah Court;
2.Implementing the management of department's asset.
3.Implementing procedures and rules of department's administration.

{tab=Main Activities}
To implement main activities of department's administration which covers an asset management, store management, acquirement and disposition as well as the brightess, cleanliness and safety of department.
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FINANCIAL DIVISION----------{tab=Objective}
1.To process payment of expenditure made by MSNM division immediately in accordance to rules;
2.To provide and standardize annual budget activiies (division/financial) according to year ; and
3.To standardize and observe current expenditures.

{tab=Functions}
1.Providing Annual Budget.
2.Providing Report of Account / Statement / Flimsy Operational
3.Providing statement / Monthly of Flimsy Operational Budget Report
4.Preparation of salaries payment, allowances, retirement and offer related matter.

{tab=Main Activities}
1.Provide fast and systematic service in order to settle payment management to all outside and inside customer.
2.Vouchers preparation settle in 3-7 working days for complete document.
3.Preparation of Local Order.
4.Preparation of Report / Statement according specified time (14 days from delivering date).
5.Always alert to Goverment basis changes.

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