

# FINANCE FOR NON-FINANCE: ESSENTIALS FOR ADMIN & HUMAN RESOURCE PROFESSIONALS



QUATTRO UNITY SDN BHD



THIS COURSE IS CLAIMABLE UNDER HRD CORP CLAIMABLE COURSES SCHEME.  
HRD CORP PROGRAM APPROVAL NUMBER: 10001547617

## SEMINAR OBJECTIVES:

- Understand key financial terms and concepts relevant to Admin & HR roles.
- Interpret and analyze basic financial statements.
- Apply budgeting and cost control techniques in Admin & HR operations.
- Evaluate the financial impact of Admin & HR proposals and initiatives.
- Communicate effectively with finance and management using financial language.



**10 July 2025**

Thursday



**8.30 am - 5.30 pm**



**Geno Hotel,**  
Subang Jaya



**RM790**  
Early Bird

For registration:

SCAN  
ME! >>>



<https://tinyurl.com/FFNFADMINHR>

**EARLY BIRD PRICE:**

**RM790/PAX**

**REGISTER BY 2 JULY 2025**

NORMAL PRICE:

RM850/PAX

REGISTER AFTER 2 JULY 2025

**WHO SHOULD ATTEND:**

**Company Director |**

**Manager | Executive |**

**Supervisor |**

**HR Officer | Admin Officer |**

**HR & Admin Assistant | Clerk**

## REGISTRATION & INQUIRIES:



012-525 9283 (Intan)

019-570 3930 (Hafiz)

admin@quattrounity.com

www.quattrounity.com



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10 July 2025 (Thursday)

8.30 am - 5.30 pm



QUATTRO UNITY SDN BHD

8.30 am - 9.00 am **Registration**

9.00 am - 11.00 am **Financial Fundamentals For Admin & HR**

- Understanding financial jargon: assets, liabilities, expenses, revenue, capital, ROI
- The link between Admin/HR decisions and financial performance
- Real-life examples of financial consequences in Admin/HR works
- Activity: "Finance Lingo Challenge"

11.00 am - 1.00 pm **Reading and Understanding Financial Statements**

- Components and purpose of the three main financial statements
- How HR/Admin expenses appear in financial reports

2.00 pm - 3.30 pm **Budgeting and Cost Control in Admin & HR**

- Types of budgets
- Building and tracking Admin/HR budgets
- Managing payroll, benefits, training, office operations, vendor contracts
- Cost-saving strategies without compromising quality

3.30 pm - 5.00 pm **Financially-Informed Decision-Making**

- Making data-driven decisions: HR initiatives with measurable ROI
- Cost-benefit analysis for Admin/HR projects
- Preparing proposals with financial justification
- Engaging with finance and senior management using the right financial terms

## HOW TO REGISTER:

Fill up the Google Form at this link : <https://tinyurl.com/FFNFADMINHR>

### For **HRD CORP CLAIMABLE COURSES SCHEME:**

- Tick 'YES' for claiming HRD Corp on the online form. We will email the details and documents for HRD Corp grant application.
- Company must apply the grant from HRD Corp. Please email the grant approval from HRD Corp to us.

### For **self-payment:**

- Please email the payment proof to [admin@quattrounity.com](mailto:admin@quattrounity.com).



Payment to : QUATTRO UNITY SDN BHD  
Bank : AFFIN BANK BERHAD  
No akaun : 100240150063  
OR  
Cheque payable to 'QUATTRO UNITY SDN BHD'

### For registration:



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