

CURRICULUM VITAE

i.	Full Name	: Mohd Faznor Akmar Bin Faimi		
ii.	Academic Qualifications:			
	No.	Academic Qualification	Institution/Country	Year of Graduation
	1.	Master in Office Systems Management	UiTM	2011
	2.	Bachelor in Office Systems Management (Hons.)	UiTM	2009
	3.	Diploma in Office Management and Technology	UiTM	2007
iii.	Current Professional Membership:			
	No.	Professional Body	Position/Title	Year
		–		
iv.	Current Teaching and Administrative Responsibilities:			
	a. Current Subject(s) taught :			
	No	Code - Subject/ Paper	Level of Studies	
			Post-graduate	Bachelor
			Ph. D	Master
				Diploma
	Current Academic Year - 2019			
	1.	PMS2413 – Computer Application for Business		√
	2.	PPD1223 – Office Procedures II		√
	3.	PPD2423 – Records Management		√
	4.	PPD2313 – Office Simulation		√
	Previous years			
	1.	PMS1233 – Islamic Management		√
	2.	PMS1113 – Principles and Practice of Management		√

3.	PPD1123 – Office Procedures I				√
4.	PPD1243 – Personal Development				√
5.	POD1233 – Principles of Customer Service				√
6.	PBD2113 – Fundamental to Human Resources Management				√
7.	PMD1233 – Islamic Management				√
8.	PMD1313 – Principles of Management				√
9.	POD1213 – Office Document Production				√
10.	POD1133 – Keyboarding				√
11.	PPD3563 – Law and Procedures of Meeting				√
12.	PPD3513 – Note Taking				√

b. Administrative Responsibilities :

No.	Description	Date
1.	Assistant Head of Program, BHRM	1 January – 31 August 2014
2.	Head of Program, BIM	1 September 2014 – 31 December 2016
3.	Program Coordinator, BIM	1 January – 31 December 2017
4.	Head of Cluster: Organizational Information System & Analytics	1 March 2017 – 28 February 2018
5.	Industrial Training Coordinator	27 July 2018 – 30 June 2019

v.	Previous Employment:				
	No.	Employer Name and Address	Position	Years	
				Start	End
	1.	Universiti Pertahanan Nasional Malaysia (UPNM) Kem Sungai Besi Kuala Lumpur	Assistant Registrar	December 2010	August 2012
	2.	Jabatan Perangkaan Malaysia Negeri Selangor Shah Alam, Selangor	Census Supervisor	July 2010	August 2010
	3.	Universiti Teknologi MARA Kampus Puncak Alam Selangor	Graduate Service Scheme	January 2010	June 2010
vi.	Conferences and Training:				
	No.	Title	Venue	Date	
	1.	Siri Dialog Darul Ehsan: Belanjawan 2020. Apa Manfaat Kepada Rakyat?	Unisel	17 October 2019	
	2.	Staff Enhancement Series 4/2019: Enriching the Halal Knowledge (Beyond Food & Beverage) – Why We Matter?	Unisel	14 October 2019	
	3.	Staff Enhancement Series 3/2019: Model Ansar dan Muhajirin dalam Memahami Konsep Ukhuwah Islamiyah.	Unisel	18 September 2019	
	4.	Staff Enhancement Series 1/2019: Islam dan Pendidikan Awal Kanak-Kanak.	Unisel	29 August 2019	
	5.	Staff Enhancement Series 2/2019: Keselamatan Penggunaan Media Sosial dalam Kalangan Remaja.	Unisel	21 August 2019	
	6.	Taklimat Penukaran Course Information (CI) dan Penulisan Modul Open And Distance Learning (ODL) Bagi Program Ijazah Sarjana Muda Pengurusan Sumber Manusia.	Unisel	22 July 2019	
	7.	Program Ceramah Bulan Julai 2019 bertajuk ‘Manifestasi Ibadah Haji’.	Unisel	19 July 2019	

8.	Seminar Kesedaran Halal & Prospek Kerjaya.	Unisel	16 April 2019
9.	McGraw-Hill's CONNECT Adaptive E-Learning.	Unisel	4 April 2019
10.	Lawatan Industri di Ajinomoto (M) Berhad.	Jalan Kuchai Lama, Kuala Lumpur	27 March 2019
11.	Lawatan Industri di Kumpulan Media Karangkraf.	Seksyen 15, Shah Alam	25 March 2019
12.	Program Ceramah Bulan Mac 2019 bertajuk 'Wanita Syurga Bidadari Dunia'.	Unisel	22 March 2019
13.	Taklimat bagi Manfaat Perlindungan Insuran/Takaful Staf Univeristi Selangor (UNISEL) bagi Tahun 2019.	Unisel	20 March 2019
14.	Lawatan Industri di Gardenia Bakeries (KL) Sdn. Bhd.	Seksyen 26, Shah Alam	11 March 2019
15.	Bengkel FRGS.	Unisel	7 – 8 March 2019
16.	Taklimat Penulisan Modul Open And Distance Learning (ODL) Bagi Program Ijazah Sarjana Muda Pengurusan Sumber Manusia.	Unisel	7 March 2019
17.	Fuji Xerox DocuWorld 2019: Rethink Possible.	Hotel Sheraton, Petaling Jaya	26 February 2019
18.	Program Ceramah Bulan Februari 2019 bertajuk 'Terokai Ilmu STEM dalam Al-Quran'.	Unisel	22 February 2019
19.	Syarahannya Darul Ehsan Kali Ketiga: Ke Arah Pendidikan Bersepadu Dalam Era Malaysia Baru.	Unisel	18 February 2019
20.	2nd FBA Research Colloquium.	Unisel	8 – 9 January 2019
21.	Staff Enhancement Series 3/2018: A Critique of Islamization of Knowledge by Fazlur Rahman.	Unisel	22 November 2018
22.	Program Bina Insan 2.0, Universiti Selangor Tahun 2018.	Unisel	7 November 2018

23.	Staff Enhancement Series 5/2018: Syeikh Ahmad Khatib Al Minankabawi: Imam Masjidil Haram dan Tokoh Falak Alam Melayu.	Unisel	31 October 2018
24.	Staff Enhancement Series 4/2018: Said Nursi dan Sumbangan Beliau Kepada Dunia Intelek Muslim.	Unisel	27 September 2018
25.	Bengkel Pemantapan Outcome Based Education (OBE) Siri 2/2018, Fakulti Perniagaan & Perakaunan.	Unisel	24 – 25 September 2018
26.	Program Ceramah Bulan Julai 2018 bertajuk ‘Pendekatan Dakwah Kepada Bukan Muslim’.	Unisel	20 July 2018
27.	Staff Enhancement Series 2/2018: Prof. Dr. Syed Naquib's Contribution to the Advancement of Islamic Concept of Knowledge.	Unisel	5 July 2018
28.	Staff Enhancement Series 1/2018: The Life and Contribution of Prof. Dr. Ismail Raji Al-Faruqi to the Islamic Intellectualism.	Unisel	6 June 2018
29.	Program Ceramah Ambang Ramadan 1439H.	Unisel	16 May 2018
30.	Forum Demokrasi PRU Ke-14: Siapa Pilihan Rakyat Malaysia?.	Unisel	25 April 2018
31.	Program Ceramah Bulanan Khas April 2018 bertajuk ‘Kepimpinan Dunia Islam, Cabaran & Harapan Masa Kini’.	Unisel	20 April 2018
32.	<i>SmartPLS</i> Workshop.	Unisel	17 April 2018
33.	Sesi Penerangan dan Penyediaan <i>Course Information</i> (CI) bagi Program ODL oleh Pihak BHEA.	Unisel	20 March 2018
34.	Proposal Writing Workshop on FRGS – 2018.	Unisel	13 March 2018
35.	Program Ceramah Bulanan - Mac 2018 bertajuk ‘Ibu Kepada Segala Kejahatan’.	Unisel	9 March 2018

36.	Majlis Syarahan Professor Unisel Kali ke-03, 2018: “Harnessing The RIGHT-to-MIGHT (R2M) Framework and Organizational Entropy for Performance Excellence in Organisations”.	Unisel	27 February 2018
37.	Program Ceramah Bulanan - Januari 2018 bertajuk ‘Potensi Pembangunan Wakaf’.	Unisel	19 January 2018
38.	Staff Enhancement Series 7/2017: Malik Bennabi dan Dunia Islam.	Unisel	19 December 2017
39.	Ideas and Roles of Higher Education in Malaysia for the 21 st Century.	AKEPT, Bandar Enstek	25 – 26 October 2017
40.	Staff Enhancement Series 4/2017: Stress Management.	Unisel	11 October 2017
41.	Future of Work (FoW) Workshop: Talent Coaching for University Career Counselor 2017.	ILKAP, Seksyen 15, Bandar Baru Bangi	6 – 8 October 2017
42.	Seminar Pemahaman Muqaddimah Ibnu Khaldun	Institut Darul Ehsan, Seksyen 15, Shah Alam	28 September 2017
43.	Staff Enhancement Series 3/2017: Mental Health Awareness: Mental Health and Illness from Islamic Perspective	Unisel	20 September 2017
44.	Syarahan Umum Darul Ehsan: “Propelling Selangor’s Transformation Into a Regional Smart State – Some Strategic Formulations”	Bangunan PKNS Baharu, Seksyen 14, Shah Alam	19 September 2017
45.	Staff Enhancement Series 2/2017: Islamic Worldview: Definition and Its Relevancy to the Present World	Unisel	23 August 2017
46.	Program Bina Insan Staf Universiti Selangor 2017 Kump. 2/2017	Unisel, Bestari Jaya	10 – 13 August 2017
47.	Kursus TOT: Fatwa Concept, Variation and Application	PEHMA, Seksyen 9, Bandar Baru Bangi	9 August 2017
48.	Kursus TOT: Halal Consumerism	Kolej Universiti Poly-Tech MARA Kuala Lumpur	25 July 2017

49.	Syarah Professor Unisel: Maqasid Syariah dalam Kepelebagaan Etnik: Keperluan Gabungan Ilmu & Kebijaksanaan	Concorde Hotel, Shah Alam	6 June 2017
50.	Seminar Kesedaran Halal Unisel 2017	Unisel, Bestari Jaya	11 May 2017
51.	Kursus Team Building Fakulti Perniagaan & Perakaunan	Kem Bumi Jati, Shah Alam	10 May 2017
52.	Staff Enhancement Series 1/2017: Islamic Economics and Finance: Development, Issues and Emerging Areas	Unisel	3 May 2017
53.	Sesi Penulisan Abstrak yang Berkualiti	Unisel	3 May 2017
54.	IDE Discourse Series: How Malaysia Needs to Move up the Technological Level from Macro Views: An Advantage from Malaysia-Japan Relationship	Institut Darul Ehsan, Seksyen 15, Shah Alam	17 April 2017
55.	Bengkel Penambahbaikan Ekosistem Pengajaran dan Pembelajaran FBA	Institut Darul Ehsan, Seksyen 15, Shah Alam	5 April 2017
56.	Talk on “Effective Research Supervision”	Unisel	5 April 2017
57.	Diskusi Kajian Maqasid Al-Shari’ah 8.0 Organized by Institut Darul Ehsan	Institut Darul Ehsan, Seksyen 15, Shah Alam	22 March 2017
58.	Forum Bicara BH – Bajet 2017: Harapan dan Realiti	Anjung Riong, Balai Berita Bangsar	13 October 2016
59.	Bengkel Penyediaan Kertas Kerja Projek “ <i>Selangor Business School</i> ”	Grand Bluewave, Shah Alam	17 – 18 August 2016
60.	Kursus Penggunaan Sistem E-Pembelajaran	Unisel	22 March 2016
61.	Research Methodology Workshop	Unisel	9 – 10 December 2015
62.	Office Central Training – Level 2A	Unisel	15 September 2015
63.	IMBE (Integrated Modular Based Education) Workshop	Unisel	6 August 2015
64.	Taklimat Pelaksanaan IMBE	Unisel	16 June 2015
65.	Bengkel Pembangunan Kurikulum dan Modul – IMBE	Unisel	8 – 10 December 2014

	66.	Kursus Penyediaan Dokumen “Out-Come Based Education” OBE	Copthorne Hotel, Cameron Highlands	26 – 28 September 2014
	67.	Seminar Kebangsaan Islam dan Tajdid 2014	Unisel	6 – 7 September 2014
	68.	Taklimat Isu Pentadbiran dan Pengurusan Program Akademik	Unisel	9 July 2014
	69.	Taklimat Pelaksanaan IMBE	Unisel	3 July 2014
	70.	Kursus ‘Teaching Methodology’ 1	Copthorne Hotel, Cameron Highlands	22 – 25 May 2014
	71.	Statistical Data Analysis Workshop	Unisel	30 April 2013
	72.	Bengkel ‘Aku Penyelidik Muda’	Unisel	29 April 2013
	73.	Kursus Peningkatan Kualiti Staf Peringkat Fakulti Perniagaan	Puteri Resort, Ayer Keroh, Melaka	12 – 14 February 2013
	74.	Kursus ‘Teaching Methodology’ 2 Modul ‘Testing & Evaluation’	INTEKMA Resort & Convention Centre, Shah Alam	6 – 7 December 2012
	75.	Taklimat Kesedaran Keselamatan Kebakaran	Unisel	26 November 2012
vii.	Research and Publications:			
	No.	Title	Year	
	1.	The Relationship Between Factors of Effective E-Commerce Website and User Satisfaction Among Public Users in Shah Alam, Selangor	2010	
	2.	The Impacts of E-Learning Tools Towards Secondary School Teachers in Their Teaching and Learning Process: A Case Study at Selected Schools in Shah Alam	2009	
viii.	Consultancy:			
	No.	Name of Organization	Date	
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ix.	Community Service:																																																	
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	16.	Menghadiri Program Solat Dhuha Perdana Tabika Kemas Negeri Selangor di Masjid Seksyen 7, Shah Alam.	31 October 2017	
	17.	Menyertai Program Senamrobik dan Merentas Desa sempena Hari Sukan Negara 2017 anjuran Tabika Kemas Zon Petaling di Seksyen 20, Shah Alam.	14 October 2017	
	18.	Menghadiri Sambutan Hari Kebangsaan Tabika Kemas Damai, Pangsapuri Seri Kayan	11 September 2017	
	19.	Dilantik sebagai Ahli Jawatankuasa Makanan sempena Majlis Jamuan Hari Raya Pangsapuri Seri Kayan anjuran Kawasan Rukun Tetangga (KRT).	23 July 2017	
	20.	Dilantik sebagai Pengerusi Jawatankuasa Program Tadarus Al-Quran sempena bulan Ramadhan 1438H, Surau Raudhah As-Solihin, Pangsapuri Seri Kayan.	27 May – 24 June 2017	
	21.	Menyertai aktiviti gotong-royong Surau Raudhah As-Solihin, Pangsapuri Seri Kayan pada 21 Mei 2017.	21 May 2017	
	22.	Dilantik sebagai Ahli Jawatankuasa Tabika Kemas Damai, Pangsapuri Seri Kayan bagi sesi 2017–2018 melalui Mesyuarat Agung Tahunan Tabika pada 30 Mac 2017.	2017 – 2018	
	23.	Dilantik sebagai Ahli Jawatankuasa Surau Raudhah As-Solihin, Pangsapuri Seri Kayan bagi sesi 2017 – 2019.	2017 – 2019	
	24.	Participate in “Operasi Khidmat Bakti Fakulti” at Raub, Pahang organized by MPP UiTM Malaysia.	May 2008	
	25.	Organizing Committee for event “Program Sehari Bersama Anak Yatim” at Bait Al-Amin, Parit, Perak.	March 2006	
x.	Other Relevant Information:			