

Aznita binti Ahmad

Permanent Address

No 15, Jalan Sastera 1,
U2/1A Taman TTDI Jaya,
40150 Shah Alam,
Selangor.

Contact (HP) : 013-3602100/019-2120210
email: aznita@unisel.edu.my



PERSONAL DETAILS

Date of Birth	:	12 th January 1975
Place of Birth	:	Pasir Mas, Kelantan
I/C No.	:	750112-03-6028
Sex	:	Female
Marital Status	:	Married
Nationality	:	Malaysian
Religion	:	Islam
Language Spoken	:	English / Bahasa Malaysia
Language Written	:	English / Bahasa Malaysia
EPF No.	:	15021547
Income Tax No.	:	SG 10920167010

EDUCATION/ QUALIFICATIONS

2000	:	Msc Information Management
Universiti Technology MARA (UITM) Shah Alam		
1999	:	BBA (Hons) – Management
University Kebangsaan Malaysia		
1994	:	STPM
Sekolah Menengah Tendong , Pasir Mas , Kelantan		5 Principles
1992	:	SPM
Maktab Rendah Sains MARA Pengkalan Chepa, Kelantan		Grade 1

WORKING EXPERIENCE

Universiti Selangor (UNISEL)
Faculty of Business
Lecturer/ Head of Department
(April 2015 - Current)

Job Duties and Responsibilities:

Primary Duties

- Responsible to teach diploma and degree students.
- Supervising final year students' research project.
- Course leader for Human Resource Information Systems
- Question setter and Vetter for final exam question.

Administrative Functions

- Head Department of Management Information Systems and Business Analytics.
- Involved in MQA accreditation for various programme under department of Management Information Systems and Business Analytics.
- Updating and designing syllabi to fulfill a set of criteria and standards of MQA.
- Vetting and chairing workshop on examination questions setting based on Outcome Based Education (OBE) standard of Bloom Taxonomy.
- Monitoring students subjects registration and enrollment.

Subjects Taught

- Human Resource Information Systems (HRIS), Industrial Hygiene and Ergonomics, Business Information Systems, Introduction to E-Business, Computer Application for Business, Principles and Practices of Management and Entrepreneurship.

Management & Science
University
Faculty of Business Management
and Professional Studies
Lecturer (Head of Department)
(2003 – 2014)

Primary Duties

- Delivering lectures to groups of students by using advanced teaching techniques to inspire and motivate them for higher level qualifications and employment.
- Involved in the set of exams and marking of results.
- Providing mentoring, advice and support to students on a personal level.
- Supervising final year students' research project.
- Supervising and coordinating final year students' industrial training program.

Administrative Functions

- Responsible for the departmental administrative tasks (as HOD)
- Involved in MQA accreditation for various programme for department Business Management & Law.
- Evaluating and monitoring of programme structure for department of Business Management & Law.
- Updating and designing syllabi to fulfill a set of criteria and standards of MQA.

- Vetting and chairing workshop on examination questions setting based on Outcome Based Education (OBE) standard of Bloom Taxonomy.
- Organising and handle OBE workshop to Business Management lecturers.
- Monitoring students subjects registration and enrollment.

Subjects Taught

- Management Information Systems, Business Computing, Introduction to E-Commerce, Practices of Management, Human Resource Information Systems, Entrepreneurship and Foundation of Business

**University Malaysia Sarawak
Faculty of Cognitive Sciences
and Human Development
Senior Tutor (2001 – 2003)**

Primary Duties

- Assisted lecturer in teaching Bachelor of Human Development students.
- Supervised final year students' research project.
- Monitored students' learning and making records of students' progress.

Administrative Functions

- Act as committee member for curriculum development.
- Involved in curriculum workshop with industries representatives.
- Involved in research presentation and guiding for faculty seminar and conference

Subjects Taught

- Used to teach Management, Marketing, Computer Application, Human Resource Management and Human Resource Information Systems.

**Universiti Teknologi MARA
(UiTM), Jengka Pahang
Contract Lecturer (2001)**

Primary Duties

- Responsible to teach diploma students for subjects Introduction to Information Technology and Principles of Management.

AWARDS AND ACHIEVEMENTS

- President's Award of Appreciation - Management and Science University, 2012
- Best Lecturer – Faculty of Business Management & professional Studies, 2012
- Best Subject Performance - Management and Science University, 2012
- Best Lecturer – Faculty of Business Management & professional Studies, 2011
- Best Academician - Management and Science University, 2010
- Talented Academician – Management and Science University, 2008

RESEARCH AND PUBLICATION

No.	Title	Year
1.	Prestasi Pasar Tani di bawah Gabungan Kooperasi Pasar Tani Malaysia - Industri SEMESTA-MBI 2020 Grant	2020 -2021
2.	Employment Crisis Among Fresh Graduates in Selangor - Industri SEMESTA-MBI 2020 Grant	2020 - 2021
3.	Halal, Hygiene and Be Happy (3H) - Komuniti Petaling Jaya Mampan 2.0 Grant	2020 - 2021
4.	The Risk Factors of Halal Products And Services Towards Tourists' Attitude and Behavioural Responses – Bestari Grant	2018 - 2020
5.	UNISEL Marketing Apps: Rapid Boosting Student Enrollment – Bestari Grant	2018 - 2020
6.	Implementation of Islamic Values in Social Entrepreneurship Within Malaysia. – Bestari Grant	2018 - 2020
7.	Pembangunan E-Muslim Friendly's Inap Desa di Selangor – SUK Grant	2018 - 2020
8.	Managing Homestay Hospitality: How Entrepreneurial Orientation, Market Orientation and Environmental Factors can Influence Hospitality Performance in The Service Industry – Bestari Grant	2017
9.	Is Spiritual Intelligence no Longer Relevant on Business Performance? - International Journal of Engineering & Technology	2018
10.	Building Students' Loyalty Through Superior University Entities –Malaysian Journal of Consumer and Family Economics	2019
11.	Entrepreneurial Orientation and Hospitality Performance: The Mediating Effect of Market Orientation - International Journal of Accounting , Finance and Business (JAFB)	2019
12.	Entrepreneurial Orientation-Performance Relationship: Is Market Orientation A Missing Link – Proceeding , 2nd International Conference on Economy, Social and Technology (ICEST)	2019
13.	Silence Behavior in Public and Private Higher Learning Institutions in Selangor, Malaysia - Journal of Management and Economic Studies (JOMAES)	2020

TRAINING ATTENDED

No.	Title	Venue	Date
1.	Bengkel Penerangan MQF	FBA, Unisel	24 February 2020
2.	Preparing for Proposal Defense	CGS, Unisel	17 February 2020
3.	Bengkel Permurnian Course Information (CI) Bahagian 1 dan 2	FBA, Unisel	11 November 2020 & 27 November 2020
4.	The Muslim World Women Summit Conference	KLCC Convention Centre	5-6 September 2019
5.	Busines Ethics Conference, BEIM	Security Commission , K.Lumpur	29 August 2019

6.	2 nd International Conference on Economy, Social and Technology (ICEST)	Corpthorne Hotel, Cameron Highlands	23 March 2019
7.	Bengkel Pembangunan Modul Pembelajaran Jarak Jauh (ODL)	FBA, Unisel	3 August 2018
8.	Bengkel Pemantapan Outcome Based Education (OBE)	FBA, Unisel	24-25 September 2018
9.	E-Learning Workshop	FBA, Unisel	25 April 2018
10.	Smart PLS Workshop	FBA, Unisel	17 April 2018
11.	Proposal writing Workshop on FRGS-2018	Unisel, Shah Alam	13 March 2018
12.	A Research workshop on Proposal Writing and 'The Common Mistakes'	Unisel, Shah Alam	10 July 2018
13.	TOT - Operational Sustainability for Halal Supply Chain	MITRANS, UiTM	2-3 Aug 2017
14.	TOT - Introduction to Muslim Friendly Hospitality Services	Sani Hotel, Kuala Lumpur	23 Aug 2017
15.	How to Write an Acceptable Proposal	Unisel, Shah Alam	12 July 2017
16.	Seminar in Mix Method Research by Center of Graduate Studies	Unisel, Shah Alam	29 September 2017
17.	Finishing Your Thesis on Time: Writing Your Literature Review	Unisel, Shah Alam	2 Jan 2017
18.	SITEC Cross Border Trading Conference 2016	Mines Convention Centre	22 Oct 2016
19.	E-C: Facebook Marketing	SDCC, i-City	16 Aug 2016
20.	Unisel Induction Course	Unisel	18-19 May 2016
21.	E-Learning Application	Unisel	22 March 2016
22.	Arts, Science & Philosophy of Research Methodology in Social Science.	Unisel	6 April 2016
23.	Research Methodology Workshop	Unisel	9-10 Dis 2015
24.	Teaching Methodology 1 Workshop	Unisel	11-13 Nov 2015
25.	Certified in Supply Chain Management – Malaysian Institute of Purchasing and Materials Management	Unisel	10 – 14 Okt 2015
26.	HRIS – Office Central Training		15 Sept 2015
27.	HRIS software by Sage	Unisel	27 Mac 2015

OTHER INFORMATION

Personal Skills

I am hard working and have developed the ability to work independently in a disciplined manner as well as a resourceful team player and effective leader. My 14 years of working experience in various organisations have enhanced my capabilities to interact with people at all levels, communicate effectively in both written and oral form. My work experiences have given me valuable insights into importance of accuracy, quality and innovation in meeting the company's needs at all times.

Reference

Prof. Dr. Norhayah Zulkifli
 Position : Dean, Faculty of Business and Accountancy
 Shah Alam Campus, Universiti Selangor
 Jalan Zirkon A 7/A, Section 7, 40100 Shah Alam
 Phone No : 012-3395607

