

CURRICULUM VITAE

i.	Full Name	: Rohaiza binti Mohamad Idaris			
ii.	Academic Qualifications:				
	No.	Academic Qualification	Institution/Country	Year of Graduation	
	1.	Master in Office System Management	UiTM	2011	
	2.	Bachelor in Office System Management (Hons)	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 - 2016				
	1	POD 1213 Office Document Production			/
	2	POD 1123 Office Procedures 1			/
	3	POD 1223 Office Procedures II			/
	4	POD 2313 Office Simulation			/
	5	PPD 2423 Records Management			/
	6.	POD 1233 Principles of Customer Service			/

Previous years					
1.	POD 3543 Event Management				/
2.	POD 1213 Office Document Production				/
3.	POD 1223 Office Procedures II				/
4.	PPD 2423 Records Management				/
b. Administrative Responsibilities:					
No.	Description	Date			
1.	-				
2.					
v.	Previous Employment:				
No.	Employer Name and Address	Position	Years		
			Start	End	
1.	-				
vi.	Conferences and Training:				
No.	Title	Venue	Date		
1.	Kursus Penulisan Artikel Jurnal Systematic Literature Review (SLR)	Bilik Seminar B Kaizentreovation Sdn. Bhd. Tanjung Malam Perak	20 Oktober 2019		
2.	Seminar Fiqh Ibadah	Bilik kuliah Surau Seksyen 4	19 Oktober 2019		
3.	Final Destination. Pengurusan Jenazah Professional	Dewan Auditorium Dahlia, Masjid Negeri, Shah Alam	13 Oktober 2019		
4.	McGraw Hill Adaptive E-learning workshop	UNISEL, SA	7 Mac 2019		
5.	FRGS Workshop	UNISEL, SA	7-8 Mac 2019		
6.	Unisel Research Colloquium	UNISEL, SA	8-9 Jan 2019		

vii.	Research and Publications:		
No.	Title	Year	
1.			
2.			
3.			
viii.	Consultancy:		
No.	Name of Organization	Date	
ix.	Community Service:		
No.	Description	Period	
1.	Secretary for JMB Pangsapuri Seri Pegaga, Desa Alam U12	Current (2019)	
2.	Treasurer Persatuan Penduduk Pangsapuri Seri Pegaga, Desa Alam U12	Current (2019)	
x.	Other Relevant Information:		