

CURRICULUM VITAE

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EDUCATION

Qualification	University	Duration	Honour
Bachelor of Economics (Hons)	U.U.M.	1995 - 1998	Second Class Upper (Dean's List for 5 semesters)
Master in Economics (Hons)	U.K.M.	1999 - 2001	Second Class Upper

EMPLOYMENT HISTORY

1) Full-time Lecturer (UNISEL) (Selangor) (Year 2006 – Present)

- Handle academic duties such as lecturing, update of syllabus, manual writing, research, setting of examination questions, marking of examination scripts, examination invigilation, preparation of examination reports, supervision of project papers, supervision of industrial training, etc.
- Involve in administrative duties such as preparation of warning/bar letters, maintenance of subject files, reference book outsourcing, marketing of faculty programs, etc.
- Monitor student progress such as discipline problems, personal problems, attendance, punctuality, academic performance, etc.
- Involve in ad hoc duties such as MQA panel interviews, MQA class visits, preparation of subject portfolio files, new-student welcoming programs, preparation of new syllabus (for new programs), etc.
- Attend workshops/seminars/trainings for academic improvement and personal development.
- Support student activities such as being the advisor of FOB Mandarin Club, teaching Mandarin to club members, attending annual dinner and luncheons organized by various student clubs, attending student convocation, being a volleyball coach to students, etc.

2) Administrative cum HR Executive (Grand Inter-Mark Private Limited) (GuangZhou, China) (Year 2005 – 2006)

- Managed all relevant issues pertaining to day-to-day operation of the office.
- Composed English and Chinese correspondence/reports.
- Developed and maintained good business relationship with English-speaking clients from Malaysia, Indonesia, Thailand, and Hungary.
- Monitored and performed troubleshooting of the company's in-house computer system.
- Oversaw the human resource functions (recruitment, training and development, job appraisal and evaluation, compensation and benefits, personnel records, etc.)

3) Full-time Lecturer (Tunku Abdul Rahman College) (Pahang) (Year 2001 – 2005)

- Gave lectures and handled tutorials by using a wide variety of teaching aids and motivational strategies to engage students in active learning.
- Evaluated and monitored students' academic progress.
- Maintained and updated weekly academic reports and student progress reports.
- Analysed educational and personal problems of students, and helped them through counselling or motivation sessions.

RESEARCH AND PUBLICATION

No.	Title	Year
1.	Indexed Proceeding: - Money Attitude and Socio-demographic Factors as Determinants of University Students' Spending Behavior (International Seminar on Accounting for Society, Universitas Pamulang)	2020
2.	Indexed Journal: - The Influence of Money Attitude towards Spending Behaviour among Unisel Students (Selangor Science and Technology Review, SeSTER) [4(1), 6-13]	2020
3.	Unisel Research Grant: - Money Attitude, Lifestyle and Socio-Demographic Factors as Determinants of College Students' Spending Behaviour	2018-2020
4.	Selangor Plactics Free Campaign: Awareness, Participation and Effectiveness	Ongoing
5.	Indexed Journal: - The Relationship between Communication Satisfaction and Procedural Justice with Employee Retention (Science International, Lahore, Mac-Apr 2017) [29(2), 421-424, ISSN 1013-5316]	2017
6.	Indexed Proceeding: - Role of Communication Satisfaction and Procedural Justice on Employee Retention (2nd International Conference on Business and Engineering Research, Japan, 2016)	2016
7.	Retention of Academic Staff: A Case Study at Unisel (Unisel Research Colloquium) (ISBN: 978-983-3757-29-9)	2016
8.	Unisel Research Grant: - Retention of Academic Staff: A Case Study at Unisel	2014-2015
9.	UKM Master's Thesis: - South Korean Foreign Direct Investment in Malaysia	2001

ADDITIONAL QUALIFICATIONS

No.	Courses Attended	Examining Body/ Organizer	Year
1.	Bengkel Pemurnian Maklumat Kursus Sesi Kedua	Unisel	2020
2.	Bengkel Pemurnian Maklumat Kursus Sesi Pertama	Unisel	2020
3.	E-learning Training	Unisel	2020
4.	McGraw Hill Adaptive E-learning workshop	Unisel	2019
5.	Module Writing Training (for Open Distanced Learning program)	Unisel	2019
6.	Course Information & ODL Training	Unisel	2019
7.	Syarah Dato' Seri Anwar Ibrahim	Unisel	2019
8.	Unisel Research Colloquium	Unisel	2019
9.	FRGS Workshop	Unisel	2019
10.	Bengkel Pemantapan OBE Siri 2	Unisel	2018
11.	Taklimat Fail Kursus	Unisel	2018
12.	Taklimat Penyediaan Course Information	Unisel	2018
12.	Taklimat Penyediaan Dokumen SLT	Unisel	2018
14.	SmartPLS Workshop (Prof. Mokhtar, Unisel)	Unisel	2018
15.	<i>Forum Demokrasi Pru Ke-14: Siapa Pilihan Rakyat Malaysia?</i>	Unisel	2018
16.	Module Writing Training (Open Distance Learning Program)	Unisel	2018
17.	Professorial Lecture (Prof. Mokhtar, Unisel)	Unisel	2018
18.	Professorial Lecture (Prof. Dr. Azmuddin, Unisel)	Unisel	2018
19.	Staff Enhancement Series: 1/2/3/4	Unisel	2018
20.	Research Workshop: Proposal Writing & the Common Mistakes (Dr. Abul Bashar, Unisel)	Unisel	2018
21.	Bank Negara Malaysia Public Lecture (Prof. Thorsten Beck, Cass Business School, London)	Bank Negara Malaysia	2017
22.	Kem Bina Insan	Unisel	2017 & 2018
23.	Staff Enhance Series: 1/3/4/5/7	Unisel	2017
24.	Finishing Your Thesis on Time & Writing Your Literature Review (Prof. Supyan Hussin, UKM)	Unisel	2017
25.	E-learning Training	Unisel	2017 - 2019
26.	Discourse Series (Prof. Dr. Lau Sim Yee, Professor at Faculty of Economics, Reitaku University, Japan)	Institut Darul Ehsan	2017

27.	Tea-talk Series 3/2017: Writing a Research Proposal & Common Mistakes (Dr. Abul Bashar, Unisel)	Unisel	2017
28.	Public Talk: The Impact of Cryptocurrency on Malaysian Economy & Ringgit Malaysia	Unisel	2017
29.	Syarahana Perdana: 21st Century Education – The New Normal (Dr. Enamul Haque, East-West University, Bangladesh)	Unisel	2016
30.	Lecture on “Smart Selangor” (Dr. Mohamad Fahmi Ngah, Selangor State Government)	Unisel	2016
31.	Seminar: Selangor Business Outlook (Pejabat Penasihat Ekonomi Negeri Selangor & MBI)	Dewan Megawati, Kediaman Menteri Besar Selangor	2015
32.	Research Methodology	Unisel	2015
33.	OBE training	Cameron Highland	2014
34.	Research Workshop: Developing a Theoretical Research Framework & Hypothesis	Unisel	2014
35..	E-course Teaching Evaluation	Unisel	2014
36..	Sistem Penilaian Prestasi Amanah Tugas Akademik (ATA)	Unisel	2014
37.	Taklimat Panduan Mengeksport (MATRADE & FTA Pocket Talk)(by MITI)	Auditorium, Pejabat Daerah & Tanah Klang	2014
38.	Parenting Talk by Professor Hong Lan, National Central University of Taiwan	Ping Hua Secondary School, Klang	2013
39.	Professorial Lecture (Life Long Academic Excellence and Sustainable Scientific Advancement) by Prof. Emeritus Dato’ Dr. Abdul Latiff Bin Ibrahim	Unisel	2013
40.	Family Talk by Lecturer Guo Fu Mei	New Era University College	2013
41.	Academic and Report Writing	Unisel	2012
42.	Kursus Penyediaan Laporan Audit Pematuhan MQA	Unisel	2012
43.	Assessment and Test Construction Workshop	Unisel	2012
44.	Taklimat Persediaan Dokumentasi Permohonan Kelulusan Program Baru	Unisel	2012
45.	English Pronunciation, Public Speaking and Presentation Skills	Unisel	2011
46.	Training on Business Process Reengineering and FOB Strategic Planning	Unisel	2011
47.	English for Academic Staff Training	Unisel	2011
48.	Cara Penyediaan OBE bagi Subjek Ko-kurikulum	Unisel	2011
49.	Briefing on the Review of MQA Standard for Head of Programs	Unisel	2011
50.	World Halal Research Summit 2011	HDC	2011

51.	Research Method Workshop	Unisel	2011
52.	Testing and Evaluation Workshop	Unisel	2011
53.	GST: Implication on Business and Consumers	Unisel	2010
54.	Kursus Asas Pembangunan Staf (Siri 2)	Unisel	2009
55.	FOB Internal Workshop – Office Administration	Unisel	2009
56.	Public Speaking and Presentation Skills	Unisel	2009
57.	Bengkel Perisian Statistik “SAS”	Unisel	2009
58.	99 Asma’ul Husna Building Character	Unisel	2009
59.	MIA Industrial Collaboration Seminar	Unisel	2008
60.	Carrefour Industrial Collaboration Talk	Unisel	2008
61.	Quality of Good Teachers	Unisel	2008
62.	Learning University (Part 2)	Unisel	2008
63.	Hasil Penyelidikan dan Laporan Kemajuan Projek Penyelidikan	Unisel	2007
64.	Managing Change	Unisel	2007
65.	Learning University (Part 1)	Unisel	2007
66.	Bengkel Jaminan Kualiti Akademik	Unisel	2007
67.	Understanding Personalities in Communication	Centre of Continuing Professional Education, TAR College	2007
68.	Facilitating Discussions and Tutorials in Tertiary Education	TAR College	2005
69.	Evaluation of Teaching	TAR College	2004
70.	Effective Communication and the Educator	TAR College	2004
71.	Reading in the Content Area	TAR College	2003
72.	Spanish Language course	U.U.M.	1999
73.	Microsoft Word and Excel training	Informatics College	1995
74.	Japanese Language course	The International Exchange Institute of Japanese Language	1993

ACTIVITIES

No.	Activities	Year
1.	Panel, Mock Interview Panelist (Business Communication course)	2020
2.	Committee Member, Unisel Chinese Student Marketing Unit	2020
3.	Committee Member, FBA Open & Distance Learning Committee	2019 - 2020
4.	Committee Member, FBA Marketing Committee	2019 - 2020
5.	Course Coordinator, PBS2112 Foreign Language course	2015 - Present
6.	Course Coordinator, PHS2123 Labor Economics course	2015 - Present
7.	Module Writer (Labour Economics), Open & Distance Learning Program, Unisel	2018 - 2019

8.	Program Advisor for "Unlocking Doors to Your Future Career" Talk	2018
9.	Panel of Evaluator, Business Research Symposium, FBA, Unisel	2018
10.	Panel Jury for "Europe: A Leap into Wonderland" Cultural Day	2018
11.	Committee Member, Jawatankuasa Pengurusan Kualiti, FBA, Unisel	2017 - 2018
12.	Panel member for students' "Proposal Defence" in Business Research class	2017 - 2018
13.	Panel member for students' "Box Activities" in Project Management class	2017
14.	Committee Leader & Member, MQA visit exam file committee (Diploma in Business Management program)	2016 - 2018
15.	Journal Article Proof-reader, Selangor Business Review Journal	2016
16.	Head of Cluster (Decision Science & Economics Cluster, Faculty of Business & Accountancy, Unisel)	2016
17.	Member of APA, Unisel	Since 2015
18.	Member of PIBG SJKC Tun Tan Siew Sin	Since 2015
19.	Committee member, Persatuan Penduduk Bandar Saujana Putra	2011 - 2013
20.	Committee member for internal audit task force for BBM, BIM and Foundation of Management programs, Unisel	2012
21.	External audit panel member for Diploma in Computer Application in Business program, Unisel	2012
22.	Advisor, Bachelor of Business Management Club, Unisel	2011 - 2012
23.	Reference book reviewer (Principles of Economics, 2nd Ed.) by Moore McDowell, Rodney Thom, Robert Frank & Ben Bernanke (McGraw-Hill Education)	2011
24.	Co-curricular instructor, Volleyball, Unisel	2008 - 2010
25.	Organizer of Public Talk on Job Interviews in Business Communication class	2008 - 2017
26.	Advisor of Business Faculty Mandarin Club, Unisel	2006 - 2010
27.	Member of Puchong Methodist Church	Since 2006
28.	Life-time committee member of Sungai Petani Blood Donors' Organisation (Kedah)	Since 2006
29.	Leader of Christian Fellowship cell-group (U.U.M)	1997 - 1998
30.	Member of Economics club (U.U.M.)	1995 - 1998
31.	District representative in basketball competitions (Kedah)	1989 - 1992
32.	District representative in volleyball competitions (Kedah)	1989 - 1992
33.	Commander of marching (Che Tom Secondary School)	1991
34.	Vice president of Sports Club (Che Tom Secondary School)	1991
35.	Assistant petrol leader of Malaysian Scout Federation (Kuala Muda, Kedah)	1989 - 1991
36.	Secretary of Malaysian Scout Federation (Kuala Muda, Kedah)	1991 - 1992

PROFESSIONAL PROFILE

Interpersonal/Communication Skills:

- A team-spirited professional with a strong sense of responsibility.
- A patient and caring problem solver who is self-motivated with positive attitude.
- Able to communicate effectively with diverse colleagues, superiors, and clients.
- Able to prioritise and organize work in a systematic manner for timely completion.
- Able to work in harmony and develop a cooperative working relationship with all levels of management.

Language Proficiency:

- Proficient in written and spoken English, Bahasa Malaysia, and Mandarin.
- Good in spoken Hokkien, Teochew, and Cantonese.
- Fair in written and spoken Korean.

Computer Skills:

- Microsoft Word, Excel, and PowerPoint
- SPSS and SAS
- Online teaching

REFEREES

Ms. Anitha A/P Sundrum
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