

# JAMILAH BINTI KAMIS

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## EXPERIENCE

### **Head of Program for Bachelor of Accountancy (hons),**

Universiti Selangor (2012 – 2014)

- Attended Head of Program & Lembaga Akademik Fakulti meeting
- Recognition accreditation from ACCA with 8 exemptions
- Liaised with MIA
- Prepared documentation for accreditation from MIA & MQA and any documentation required by university and faculty
- Monitored the administration and the progress of the program
- Kept all the records of the students' performance to maintain the quality in terms of academic & discipline
- Conducted counseling sessions and consultations regarding students' performance
- Supervised, organized and monitored students' academic performance and activities
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### **Lecturer in Faculty of Business and Accounting**

Universiti Selangor (2012 – present)

- As a liaison officer with ICAEW
- Teaching **Degree** - Advanced Accounting Information Systems, Advanced Financial Accounting, Intermediate Financial Accounting II, Accounting Information Systems, Computer Application for Business, Auditing, Organisational Behaviour & Principles of Accounting for non-accounting students, Principles of Finance, Entrepreneurship
- **Diploma** - Financial Accounting I, II, III, IV & V, Accounting Theory & Practice, Computerised Accounting (UBS Accounting Package), Auditing, Principles of Finance
- **Foundation** - Basic Accounting I & II, Basic Costing
- Preparing final exams questions & answer scheme
- Involves with MIA & MQA visits
- Supervise students on Project Paper and Industrial Training
- Supervise, organise and monitor students' activities

**Assistant Lecturer in Faculty of Business,**  
Universiti Selangor (2007 – 2011)

- Teaching Diploma and Foundation level of students in Financial Accounting I, II, III, IV, Accounting Theory & Practice, Computerised Accounting (UBS Accounting Package), Information Processing, Basic Computing, Basic Accounting (foundation)
- Preparing final exams questions & answer scheme
- Involves with MIA & MQA visits
- Supervise students on Project Paper and Industrial Training
- Supervise, organise and monitor students' activities

**Coordinator cum Lecturer of UiTM-INPENS Affiliated Program,**  
INPENS International College, Pulau Indah (2000 – 2007)

**Dip in Accountancy Coordinator cum Lecturer of ITM Franchise Program**  
GOON Institution, Kuala Lumpur (1998 – 1999)

**Dip in Accountancy Coordinator cum Lecturer of ITM Franchise Program**  
INPENS College, Jalan Gurney, Kuala Lumpur (1996 – 1998)

- Monitored the administration and the progress of the program
- Liaised with coordinators from UiTM to ensure a smooth flow of the program
- Kept all the records of the students' performance to maintain the quality in terms of academic & discipline
- Conducted counseling sessions and consultations regarding students' performance
- Teaching Diploma level of students in Financial Accounting I, III, IV & V, Computerised Accounting (Mr Accounting, UBS Accounting Package, MYOB software), Auditing, Accounting Theory & Practice, E-Commerce (using Microsoft FrontPage for website)

**Accounts cum Admin Officer**

Meru Freight (M) Sdn Bhd, Johor Bahru (1992)

- Monitored the administration in terms of clerical, payroll & manage the accounts of the company

**Accounts Assistant**

International Business Mgt Consultant, Singapore (1991 – 1992)

- Handled full set of accounts for different types of companies

**Accounts Clerk**

JC Electronic Ltd, Pasir Gudang, Johor (1991)

- Managed full set of accounts for the company

## EDUCATION

**Master in Business Administration** – majoring in Accountancy,  
University of Selangor, Selangor (2011)

**Bachelor of Accountancy (Hons)** – majoring in Management Information System,  
University of Dundee, Scotland (1995)

**Diploma in Accountancy,**  
MARA Institute of Technology, Malaysia (1990)

## PUBLICATIONS

1. Jamilah, K., Norhasbi, A. S., Lee, S. P., Salina, R., Salbiah Hanum, M. H., & Sylvia, E. F. P. (2020). The Influence of Money Attitude Towards Spending Behavior among Universiti Selangor Students. *Selangor Science & Technology Review (SeSTER)*, 4(1), 6-13.
2. Salina, R., Nor Hazwani, H., Salbiah Hanum, M. H., Jamilah, K., & Norhasbi, A. S. (2020). Camel characteristics, financial performance and stability of selected Islamic banking in Malaysia. *Selangor Science & Technology Review (Sester)*, 4(3).

## PROCEEDING

1. Jamilah K., Norhasbi A. S., Lee S. P., Salina R., Salbiah Hanum M. H., Ee F. P. (2020), Money Attitude and Socio-Demographic Factors as Determinants of College Students' Spending Behaviour, *International Seminar on Accounting Society*, 2<sup>nd</sup> July 2020, Universitas Pamulang