

RESUME

Name : Siti Fatimah bt. Abdullah
Address : No. 56 Jalan Elektron U16/36
Seksyen U16, Denai Alam
40160 Shah Alam
Selangor Darul Ehsan



Contact No. : 012-2368756

PERSONAL PARTICULARS

Date of Birth / Place : 15 April 1977 / Alor Setar
NRIC : 770415-02-6060 / A3657218
Age : 42 years
Gender : Female
Nationality : Malaysian
Race / Religion : Malay / Islam

CAREER OBJECTIVES

To achieve my self-actualization and to fulfill my personal needs by knowing my own special characteristics together with my weaknesses so that my participation in the company would benefit the company and society.

EDUCATION BACKGROUND

2010 **UNIVERSITI UTARA MALAYSIA**
Master of Human Resource Management (MHRM)
CGPA: 3.63

2000 **UNIVERSITI KEBANGSAAN MALAYSIA**
Bachelor (Hons) Business Administration (Management)
CGPA: 3.02

1995-1996 **MATRICULATION PROGRAMME OF UKM (Accounting)**
Kolej MARA Seremban
CGPA: 2.78

LIST OF SUBJECTS (Master of Human Resource Management)

- Human Resource Management
- Information Technology for Managers
- Organization Behavior
- Legal and Ethics Issues in HRM
- Research Methodology
- Strategic Human Resource Management
- Business Negotiations
- International HRM
- Human Resource Development
- Managing Change and Communication

COMPUTER LITERACIES

Good Computer Knowledge

LANGUAGE

Spoken/Written : Bahasa Malaysia & English

SEMINAR/COURSES/WORKSHOP ATTENDED

BENGGKEL PEMBANGUNAN MODUL ODL	AUDITORIUM FBA	8/2/2018
BENGGKEL PLS	AUDITORIUM FBA	3/4/2018
BENGGKEL MENDELEY	AUDITORIUM FBA	17/8/2018

RESEARCH & PUBLICATION

1. Child Abuse Among Working Parents: Does it Matters? (2018)
2. Assessment of Stress Among Third Year Unisel Students and Relationship with Academic Performance. (2018)

Supervised Project Paper:

1. A Study on the factor Influence Students Decision to Travel.
2. The Effect of Training & Development on Employees Productivity

WORKING EXPERIENCES

- 2000 – 2001: **TAKAFUL MALAYSIA BERHAD**
Post: Administrative Officer
Reporting to Branch Manager
- Performed branch administrative task.
 - Involved with claim processing.
 - Involved in marketing activities for insurance products.
- 2002 – 2003: **KOLEJ TAJ, IPOH PERAK**
Post: Assistance Coordinator Business Program /
Lecturer
Reporting to Principal
- Attached with Business Department
 - In charged registration process, determine subject offering
 - Scheduled timetable for lecturer and students
 - Liaison with subject core from UNITAR.
 - Organized meeting between loan provider (PTPTN, MARA) and students.
 - Responsible to teach student for subject International Business, Strategic Management, Finance, and Marketing.
 - Prepared the teaching materials, setting mid semester exam question, marking assignment and conduct mid and final exam.
 - Involved in marketing activities.
- 2004: **INFORMATICS COLLEGE, DAMANSARA**
Post: Lecturer
Reporting to Program Manager
- Taught full time and part time student for business program.
 - Subject teaching such as human resource management, practices of management and communication.
 - Involved with marketing activities.

2004 – 2009:

**MANAGEMENT AND SCIENCE UNIVERSITY
(MSU), SHAH ALAM**

**Faculty of Business Management and Professional
Study (FBMP)**

**Post: Coordinator Program Bachelor in Human Capital
Management and Diploma in Human Capital
Management**

- To propose subject offering for both program.
- To handle induction or orientation program with new students.
- To prepare document for internal audit and MQA.
- To review syllabus for both program and proposed any amendment to the academic department.
- Involve with rebuttal syllabus if any adjustment should be done after MQA.
- Involve with MQA visit, such as interview, class observation and review exam question.
- Schedule timetable for lecturer and students.
- Involve with planning and develop new business plan for the program.
- Become a moderator and Vetter for exam question setting.
- Conduct peer observation.

Industrial Training Coordinator

Reporting to Head of Department and Dean of FBMP

- In charge internship for final year student BIB, BDS, BHCM.
- Conduct a briefing with student regarding industrial training.
- Alliance with Human Resource Department in organization for the process of student attachment.
- Visit internship student at their workplace.
- Assign other lecturer (internal supervisor) to visit student.
- Endorsement of result for industrial training.

Lecturer

Reporting to Head of Department and Dean of FBMP

- Teaching Student BIB (International Business), BHCM (Human Capital), BBC (Business Computing), DIM (Management), DIVM (Investment Management), DBC (Business Computing).
- Teaching subjects related to management, business and entrepreneurship

- Subject teaching such as Strategic Management, Operation Management, Organizational Behavior, Intro to Human Capital, Human Resource Management and Leadership.
- Involve in exam question setting, become a moderator and Vetter for management subject.
- Revise a syllabus for subject taught.
- Involve in mentor-mentee program as advisor to student.
- Supervise project or thesis for final year student.

Others Duties

Reporting to Head of Department and Dean

- Time table committee members.
- Student's project advisor.
- Involve in vetting examination question session for PTPL College as a subject core for subject operation management.
- Involved in research and publication. List of research areas conducted such as:
 - Sources of Stress and Its Impact on Student's Academic Performance
 - Factors That May Cause Stress Among the Employees in a Multinational Company (Case Study of Exxon-Mobile)
 - Factors Effecting Communication Barriers Among Fresh Graduates Working in MSU
 - Studies on Computer and Traditional Based Learning Approach Among Students at Sekolah Sri Bestari Sri Damansara Kuala Lumpur

2010 – 2012

- **LIM KOK WING UNIVERSITY, CTBERJAYA**

Post: Lecturer

- Involve in teaching students for degree and diploma.
- Subject teaching such as Compensation Management, HR Evaluation & Measurement, Organizational Behavior, Research Presentation and International Business

2012 –PRESENT

UNISEL SHAH ALAM

PERSONAL CAPABILITIES

- Independent and a fast-learner
- Able to communicate with all staff at all level
- Able to work under pressure
- Practice with analytical thinking and risk thinking
- Proficient with PC's application
- Able to meet target dateline

- Experience in:

- 1) MQA
- 2) Setting Exam Question
- 3) Internal Audit
- 4) Industrial Linkages

REFERENCE

- 1) Name : Associate Professor Dr. Husna Johari
Position : Senior Lecturer
College of Business
University Utara Malaysia
Relationship : Lecturer
Contact No. : 04-9283765
- 2) Name : Professor Dr. Naim bin Kamari
Position : Dean
Universiti Tun Abdul Razak
Relationship : Ex-Employer
Contact No : 03-76277401