

## BIODATA

**Date of Birth** : October 21, 1982  
**Age** : 28 years old  
**Place of Birth** : Tampin, Negeri Sembilan  
**Nationality** : Malaysian  
**Gender** : Female  
**Marital Status** : Married  
**Health** : Excellent  
**I/C No.** : 821021-05-5536  
**Tel. No** : 012-3706870

## ACADEMIC QUALIFICATIONS

**MASTER OF EDUCATIONAL MANAGEMENT(2010)**  
Universiti Malaya, Kuala Lumpur, Malaysia

**BACHELOR OF SCIENCE WITH EDUCATION (TESL) (2004)**  
Universiti Teknologi Malaysia, Skudai, Malaysia

## EXPERTISE

**EDUCATIONAL MANAGEMENT, ENGLISH/SECOND LANGUAGE LEARNING**

**Other Areas of Competence:**

*Management of Higher Education, Teaching in Higher Education, Educational Leadership, Language Testing and Assessment*

## PROFESSIONAL MEMBERSHIPS

Malaysian English Language Teaching Association (MELTA) – member

## EXPERIENCE HIGHLIGHTS

**LANGUAGE TEACHER / ASSISTANT COORDINATOR FOR ENGLISH UNIT (2008 – present)**  
Centre for Liberal and Language Studies, UPNM

**LANGUAGE TEACHER / ENGLISH LANGUAGE COORDINATOR (2007 – 2008)**  
Centre for Foundation Studies, UPNM

**EXAMINATION OFFICER (2005 – 2007)**  
Malaysian Examinations Council (MPM)

**GRADUATE TEACHER (2004 – 2005)**  
SMK Taman Selesa Jaya 2, Johor Baharu

**LECTURER / PART TIME (2008 – 2009)**  
Raffles Design Institute, Kuala Lumpur

**ASSISTANT LECTURER / PART TIME (2008 – 2009)**

Malaysian France Institute (MFI), UniKL

**LANGUAGE TEACHER/PART TIME (2008-2009)**

Centre for Language and Pre-University Academic Development (CELPAD), IIUM

**POSTGRADUATE STUDENT (2005 – 2010)**

Universiti Malaya, Kuala Lumpur

**UNDERGRADUATE STUDENT (2000 – 2004)**

Universiti Teknologi Malaysia, Skudai

**TEMPORARY SCHOOL TEACHER (2001 - 2002)**

Sekolah Kebangsaan Kg Gelam, Port Dickson

## **TEACHING EXPERIENCE**

**Subject Taught (Undergraduate/Diploma/Foundation/Certificate courses):**

- Foundation English
- English for Academic Writing
- English for Academic Reading
- English for Academic Communications
- Basic Speaking Skills
- Preparatory Class for English Placement Test (Beginner – Intermediate)
- Technical Writing
- Malaysian Studies
- Moral Education

## **RESEARCHS**

**An Analysis on Preparation Period and Achievement in the MUET(Malaysian University English Test) (2010)**

Research findings presented at Academic Workshop 2010, Centre for Liberal and Language Studies, UPNM

**EteMS in Relation to MUET's Achievement and Students' Perception (2010)**

Research findings presented at 7th International Language for Specific Purpose (LSP) 2010 Seminar, University Teknologi Malaysia

**Enhancing Leadership Training with New Technologies (on-going) (2010)**

Co-researcher, research conducted under UPNM Research Grant

**Perceptions of University Students on The Characteristics of An Ideal Lecturer in A Military Based University (2009)**

Unpublished research, Universiti Pertahanan Nasional Malaysia, Kuala Lumpur

**Leadership and Motivation Among Lecturers in A Military Based University (2009)**

Master's Project Paper, University Malaya, Kuala Lumpur

**Reading Strategies Employed by A Group of Fourth Year TESL Students in UTM (2004)**

Undergraduate Theses, Universiti Teknologi Malaysia, Skudai, Johor

## PUBLICATIONS

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### **EteMS in Relation to MUET's Achievement and Students' Perception (2010)**

Proceeding of 7th International Language for Specific Purposes Seminar (LSP) 2010,  
ISBN 978-983-9805-99-4

### **English for Oral Communication (2009)**

Co-author of Teaching Module published by Penerbit Universiti Pertahanan Nasional Malaysia,  
ISBN 978-983 44136-2-0

### **An Analysis on Preparation Period and Achievement in the MUET(Malaysian University English Test) (2010)**

Research findings published in a book for compilation of papers entitled "Teaching and Learning in A Military Context: Issues and Challenges" published by Penerbit Universiti Pertahanan Nasional Malaysia (on-going)

### **Characteristics of An Ideal Educator As Perceived by Students: An Overview (2010)**

Article published in a book for compilation of papers entitled "Teaching and Learning in A Military Context: Issues and Challenges" published by Penerbit Universiti Pertahanan Nasional Malaysia (on-going)

## TEACHING MODULES

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### **English for Academic Writing (1998)**

Centre for Liberal and Language Studies, UPM

## CO-CURRICULAR, SOCIAL SERVICES & CONTRIBUTIONS TO THE UNIVERSITY

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### **Master of Ceremony for functions and events organized by the university (2008 - 2010):**

- MS ISO 9001:2000 Document Revision Workshop 2008
- Seminar 'Significance of Virtual Instrumentation to Defence Application' and MOU Signing Ceremony (2008)
- National Conference on Higher Education and Nation Building (2009)
- International Conference on Defence and Security ICDS (2010),
- English Language Week Closing Ceremony (2010)
- Official Launch of Mandarin Language Classes by Kong Zi Institute in UPM (2010)

### **Facilitator (May, 2009)**

'Better Spoken English' Course for Supporting Staff of UPM

### **English Helpdesk Assistant (2008 – present)**

### **Blood Donor (2003 – present)**

### **Committee Member of Out-Campus Residential College, UTM (2001 -2004)**

- Supervised welfare of the students
- Organized activities that involved students and local residents to maintain good rapport such as friendly soccer match and open house during festivals

### **Member of AIESEC, UTM (International Student Exchange Program) (2001)**

- Involved in Local Leadership Development Seminar
- Participated in meetings and workshops on handling student exchange program

## CO-CURRICULAR, SOCIAL SERVICES & CONTRIBUTIONS TO THE UNIVERSITY (continued)

### TESL Drama Production (2004)

- Involved in the production and acted in Shakespearean adaptation play titled 'Of Love, Power and Betrayal'

### Facilitator of English Language Camps organized by English Unit, Teaching and Learning Office, UTM (2003)

- Facilitated first-year students of UTM in changing their negative perceptions toward English and gaining their confidence by having fun activities through learning the language such as Language Games

### Member of UTM Choir Club (2000 – 2003)

- Involved in choir presentations at UTM's 29<sup>th</sup> Convocation Fest and Official Launch and Closing Ceremony of SUKAM 2000
- A committee member of Preparation Unit for Intervarsity Choir Competition (KEMBADI 2001)

### Member of Facilitator Club, IKRAM (Ikatan Rumpun Mahasiswa Islam) (2001-2002')

- Participated in community service programs around Johor area from 2001-2002  
(Community Service and Fostering Program in Penggeli Timur Felda Scheme, Kulai, Johor and Community Service and Muzakarah Sakinah Program in Kg Cahaya Baru, Masai, Johor)

## AWARDS

### EXCELLENT STUDENTS AWARD SPM (1999)

Port Dickson High School

## ACADEMIC COMMITTEE POSITIONS

### Member of:

Committee of Academic Programme, Centre for Liberal and Language Studies, UPM (2009 – present)

## CONTRIBUTION TO MALAYSIAN GOVERNMENT OFFICIAL DUTIES

### EXAMINER (2008 - present)

Paper 1 Listening and Paper 4 Writing, Malaysian University English Test (MUET)

### ENGLISH EDITOR (2005 - 2007)

Bilingual and Literature Papers for Sijil Tinggi Persekolahan Malaysia (STPM) and Paper 1,2,3,4 Malaysian University English Test (MUET)

## PROFESSIONAL CAREER DEVELOPMENT (Courses, Workshops, Seminars, Conventions, etc)

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**PARTICIPANT (June, 2010)**

Academic Workshop 2010 organized by Centre for Liberal and Language Studies, UPM

**PARTICIPANT (June, 2010)**

Leadership Course for Public Universities Lecturer organized by Ministry of Higher Education Malaysia (KPT) and National Institute of Public Administration (INTAN)

**PAPER PRESENTER (May, 2010)**

7<sup>th</sup> International Language for Specific Purposes Seminar (LSP 2010) organized by FPPSM and SPACE, UTM

**PARTICIPANT (November, 2009)**

Course and Training of 9001:2008 Quality Management System organized by Centre for Liberal and Language Studies, UPM

**PARTICIPANT (December, 2009)**

Workshop on University's Direction organized by the Committee of University's Direction

**PARTICIPANT (April, 2009)**

Specific Induction Module Course organized by Department of Training and Competency, UPM

**PARTICIPANT (June, 2009)**

Workshop on Preparation of Teaching and Learning Module organized by Centre for Liberal and Language Studies, UPM

**PARTICIPANT (May, 2009)**

"Teaching and Learning to Learn in the Brain New World" Conference organized by Buzan Asia

**PARTICIPANT (April 2009)**

Research Methodology Course organized by Centre for Academic Quality Assurance & Development, UMP

**PARTICIPANT (August, 2007)**

ROBOTEL and SMART Functionalities (Fundamentals) & 'TELL ME MORE' English Software Training organized by Sapura Defence Sdn Bhd

**PARTICIPANT (May 2006 - January 2007)**

Apple Mac OSX Fundamentals and Adobe Creative Suite (Illustrator, Photoshop, InDesign & Acrobat) Course organized by Omega Training Center

**PARTICIPANT (June, 2006)**

15<sup>th</sup> MELTA Conference organised by Malaysian English Language Teaching Association (MELTA)

**PARTICIPANT (March 2006)**

SPSS in Educational Research Workshop organized by Faculty of Education, Universiti Malaya and Malaysian Examinations Council (MPM)

**PARTICIPANT (June, 2005)**

MS ISO 9001:2000 Internal Audit Course organized by National Institute of Public Administration (INTAN)

**PARTICIPANT (June 2005)**

Microsoft Excel 2002 XP Introduction and Intermediate Training organized by Pointflex Sdn Bhd

## REFEREES

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Prof Dr. Mohamad Hassan Zakaria Ph.D. (UPENN); M.A (Syracuse); B.Sc.(SUNY)  
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