



## CURRICULUM VITAE



<b>I. PERSONAL PARTICULARS</b>			
<b>Name</b>	Hanim Binti Mohamad Ismail		
<b>Current Position Faculty / Department</b>	Guru Bahasa : Pusat Bahasa		
<b>II. ACADEMIC AND PROFESSIONAL QUALIFICATIONS</b> (Please list all academic qualifications, from your first degree, in chronological order)			
<b>Year</b>	<b>Degree</b>	<b>Discipline</b>	<b>University</b>
2007	Bachelor of Human Sciences (Hon)	English Language & Literature	Universiti Islam Antarabangsa Malaysia (UIAM)
<b>III. TITLES OF POSTGRADUATE THESES WRITTEN (At MSc/PhD Level)</b>			
<b>No.</b>	<b>TITLES OF POSTGRADUATE THESES</b>		

**IV. WORK EXPERIENCE** (Please list your relevant experience in chronological order)

Year	Position	Organisation	Start and End Date
2014	Guru Bahasa (DG41)	UPNM	21 Mei 2014 – kini
2011	Pensyarah	Kolej Islam Antarabangsa	Mac 2012 – Mei 2014
2011	Junior Eksekutif	Swift Logistics, Pelabuhan Klang.	Oct 2011 – Jan 2012

**1.0 TEACHING AND SUPERVISION****1.1 Postgraduate Courses**

(Please list in chronological order and state: course title, semester and year)

No.	Course Title	Semester	Year

**1.2 First Degree Courses**

(Please list in chronological order and state: course title, semester and year)

No.	Course Title	Semester	Year
1.	English for Academic Writing (LLE3012 / LEL1012)	I, 2017/2018 I, 2016/2017 II, 2015/2016 I, 2015/2016 II, 2014/2015 I, 2014/2015	2017 2016 2016 2015 2015 2014
2.	Al-Ghazali's Dialogue : English Communication (LLE3032 / LEL1032)	II, 2017/2018 I, 2017/2018 II, 2016/2017	2018 2017 2017
3.	English for Oral Communication (LEL1022)	II, 2016/2017 I, 2015/2016 II, 2014/2015 I, 2014/2015	2017 2015 2015 2014
4.	Basic Grammar & Vocabulary (LEL0052)	I, 2015/2016 I, 2014/2015	2015 2016

### 1.3 Diploma Courses

(Please list in chronological order and state: course title, semester and year)

No.	Course Title	Semester	Year
1.	Written & Oral Communication For Academic Purposes (LLE2022 / LEL0042)	I, 2019/2020	2019
		I, 2017/2018	2017
		I, 2016/2017	2016
2.	Basic Oral Communication (LLE2032 / LEL0052)	II, 2020/2021	2020
		II, 2018/2019	2019
		II, 2017/2018	2018
		II, 2016/2017	2017

### 1.4 Pre-Degree Courses

(Please list in chronological order and state: course title, semester and year)

No.	Course Title	Semester	Year
1.	Foundation English (FEL0513)	I, 2020/2021	2020
		I, 2019/2020	2019
		I, 2018/2019	2018
		I, 2014/2015	2014
2.	English For Academic Reading / Basic Communication Skills (FEL0523/FEL0533)	II, 2020/2021	2021
		II, 2019/2020	2020
		II, 2018/2019	2019

### 1.5 PhD Supervision

(Please list in chronological order)

No.	Name of Student	Project Title	Date of Registration	Role (Main / Co-Supervision)	Status <ul style="list-style-type: none"><li>• Completed</li><li>• Submitted</li><li>• In Progress</li></ul>	University

### 1.6 PhD External/Internal Examination

(Please list in chronological order)

No.	Name of Student	Project Title	External / Internal	Date of Viva	University

### 1.7 MSc (by Research)

(Please list in chronological order)

No.	Name of Student	Project Title	Date of Registration	Role (Main / Co-Supervision)	Status <ul style="list-style-type: none"><li>• Completed</li><li>• Submitted</li><li>• In Progress</li></ul>	University

### 1.8 MSc External/Internal Examination

(Please list in chronological order)

No.	Name of Student	Project Title	External / Internal	Date of Viva	University

### 1.9 Supervision (Postgraduate Research Project or Final Year Research Project)

(Please list in chronological order)

No.	Name of Student	Project Title	Date of Registration	Role (Main/Co-Supervision)	Status <ul style="list-style-type: none"><li>• Completed</li><li>• Submitted</li><li>• In Progress</li></ul>

## 2.0 RESEARCH, PUBLICATION AND PRESENTATION

### 2.1 Research Projects

(Please list in chronological order and state: title, list of researchers, grant/year, source/amount and status)

No.	Title	List of Researchers • Principal • Members	Grant Year	Source Amount	Status • Completed • In Progress
1.	Investigating The Use of Cerf-Aligned Syllabus and Level Descriptors in Teaching Academic Writing to Undergraduate Students in National Defence University of Malaysia.	Member	2017	RM5000	Completed

### 2.2 Publications

#### 2.2.1 Academic Journal

(Please list in chronological order and state: authors, year, title, publisher/journal, volume and number of pages (Please bold your name))

No.	Authors, year, title, publisher/journal, volume and number of pages (Please bold your name)	Type of Journal • ISI • SCOPUS • Peer-Reviewed
1.	Students' Readiness on the Use of CEFR-informed Syllabus for the Teaching of Academic Writing Erda Wati Bakar, Ahmad Fahimi Amir, <b>Hanim Mohamad Ismail</b> , Nur Hidayatul Husna Mazlan and Mardziah Shamsuddin	In House

#### 2.2.2 Book/Chapter in Book:

(Please list in chronological order and state: authors, year, title, publisher, volume and number of pages (Please bold your name))

No.	Authors, year, title, publisher, volume and number of pages (Please bold your name)	Level • International • National • University

### 2.2.3 Proceeding Articles :

(Please list in chronological order and state: authors, year, title, publisher/conference, volume and number of pages (Please bold your name)

No.	Authors, year, title, publisher/conference, volume and number of pages (Please bold your name)	Level <ul style="list-style-type: none"><li>• International</li><li>• National</li><li>• University</li></ul>

### 2.3 Presentation:

(Please list in chronological order)

No.	Event	Title of Paper Presented	Role (Keynote Speaker / Invited Speaker / Presenter)	Date	Organizer

## 3.0 ACADEMIC RECOGNITION AND LEADERSHIP, CONSULTANCY, SERVICE TO THE UNIVERSITY AND SERVICE TO THE COMMUNITY

### 3.1 Academic Recognition and Leadership

Academic recognition and leadership such as Academic Award, Academic Assessor/ /Promotion Assessor (External), Visiting Professor/Fellowship, Editorial Board and other academic recognition.

No.	Academic Recognition	Year	Level	Awarding Body / Name of Institution
1.	Anugerah Akademik Cemerlang (AAC) 2019 : <b>Anugerah Pengajaran &amp; Pembelajaran</b>	2020	Universiti	UPNM
2.	Anugerah Akademik Cemerlang (AAC) 2018 : <b>Anugerah e-Pembelajaran</b>	2019	Universiti	UPNM
3.	Anugerah Akademik Cemerlang (AAC) 2017 : <b>Anugerah Ahli Akademik Harapan</b>	2018	Universiti	UPNM
4.	Anugerah Akademik Cemerlang (AAC) 2017 : <b>Anugerah e-Pembelajaran</b>	2018	Universiti	UPNM
5.	Anugerah Khas Literasi Maklumat	2018	Universiti	PJTI, UPNM
6.	Anugerah Perkhidmatan Cemerlang (APC) 2016	2017	Universiti	UPNM

### 3.2 Consultancy work that benefited to the University.

(Please list in chronological order and state: title, year, sponsor, value and duration of consultancy)

No.	Title	Year	Sponsor	Value	Duration

### 3.3 Service to the University

Service to the university such as Vice Chancellor/Deputy Vice Chancellor/Dean/Director, Deputy Dean/Deputy Director/Unit Coordinator/Hostel Warden, Programme Chairperson/ Assistant Warden/Fellow. Representing University in Sports and Other Non-Academic Activities. Professional/Academic Association (Committee Member).

(Please list in chronological order and state: position/membership and duration)

No.	Position/Membership	Duration
1.	<b>Persatuan Linguistik Malaysia</b>	Seumur hidup
2.	<b>Auditor Dalaman Universiti</b>	2018 - Kini
3.	<b>Ahli Jawatankuasa Penulis Sempena Audit Kesediaan Autonomi</b>	2018
4.	<b>Atlet</b> <ul style="list-style-type: none"> <li>- Karnival Sukan Kakitangan Akademik Institut Pengajian Tinggi 2019 (KASKAIPT) : Bola jaring</li> <li>- Sukan Kakitangan Universiti Awam SUKUM (Sukan terlibat : Badminton &amp; Bola Jaring)</li> <li>- Piala Bendahari UPNM Bola Jaring</li> </ul>	2019  2018, 2017, 2016, 2015  2019, 2018, 2017
5.	<b>Penceramah / Instructor / Fasilitator</b> <ul style="list-style-type: none"> <li>- Kursus English for Communication Siri 1 Anjuran : Jabatan Pendaftar UPNM</li> <li>- Lecture Series for Final Year Project, Sesi Akademik 2019/2020 Anjuran : Jabatan Kejuruteraan Elektrik &amp; Elektronik UPNM</li> <li>- Program Let's Talk Anjuran : Unit Kaunseling, Kerjaya &amp; Alumini, UPNM</li> </ul>	2019  2019, 2020  2018

	<ul style="list-style-type: none"> <li>- Modul LDK Minggu Perkasa Jati Diri Program Sarjana Muda Sesi Akademik 2017/2018 Anjuran : BHEPA</li> <li>- Kursus English for Writing Anjuran : Jabatan Pendaftar</li> </ul>	<p>2017</p> <p>2017</p>
6.	<b>Pengerusi / Penganjur Program</b> <ul style="list-style-type: none"> <li>- Bengkel Training of Trainers (ToT) Platform e-Learning</li> <li>- Bengkel Asas Pengajaran dan Pembelajaran (PdP) Dalam Talian</li> <li>- English Enhancement Program 2019</li> <li>- English Enhancement Workshop Series 2018</li> <li>- Essay Writing Competition 2015</li> </ul>	<p>2020</p> <p>2020</p> <p>2019</p> <p>2018</p> <p>2015</p>
7.	<b>Istiadat Konvoquesyen Universiti Pertahanan Nasional Malaysia</b> <ul style="list-style-type: none"> <li>- Perarakan Akademik</li> <li>- Penyambut Tetamu</li> <li>- AJK Makan Malam Graduan</li> </ul>	<p>2019, 2018, 2017</p> <p>2017</p> <p>2016</p>
8.	<b>Ahli Jawatankuasa (Peringkat Pusat Bahasa)</b> <ul style="list-style-type: none"> <li>- Kelab Kakitangan PB</li> <li>- E-Learning PB</li> <li>- Makmal PB</li> <li>- Pengurusan Risiko</li> <li>- Penterjemahan</li> <li>- Latihan Industri</li> <li>- Audit (ISO) PB</li> <li>- Penerbitan &amp; Penyelidikan</li> </ul>	<p>2015 - Kini</p> <p>2017 - Kini</p> <p>2019 - Kini</p> <p>2020 - Kini</p> <p>2015-2017, 2020 -Kini</p> <p>2016 - 2018</p> <p>2015 - 2018</p> <p>2015 - 2018</p>
9.	<b>Penyelaras Kursus</b> <ul style="list-style-type: none"> <li>- English for Academic Writing</li> <li>- Al- Ghazali's Dialogue : English for Communication</li> <li>- English for Oral Communication</li> </ul>	<p>2017, 2016, 2015</p> <p>2017</p> <p>2016</p>
10.	<b>Pameran Karnival Pendidikan Tinggi Negara</b>	<p>2018 – MITC, Melaka</p> <p>2017 – USIM</p> <p>2016 – UKM</p>
11.	<b>Hakim / Juri</b> <ul style="list-style-type: none"> <li>- Pertandingan Debat Piala Naib Canselor UPNM</li> <li>- Inter Battalion Debate Competition – The Vice Chancellor Trophy</li> </ul>	<p>2017, 2015</p> <p>2015, 2018</p>
12.	<b>Perwira Toastmasters :</b> <ul style="list-style-type: none"> <li>- Naib Presiden (Keahlian)</li> <li>- Naib Presiden (Promosi)</li> <li>- Setiausaha</li> </ul>	<p>Julai (2017 - 2018)</p> <p>Julai (2016 - 2017)</p> <p>Julai (2015 - 2016)</p>



### 3.4 Service to the community

(Please list in chronological order)

No.	Organization	Role	Start Date	End Date	Level
1.	Kelab Majlis Sukarelawan Universiti- Universiti Malaysia (MASKUM)  - Projek Rekabentuk Berasaskan Bahan Kitar Semula : Pantai Pengkalan Balak, Tg Bidara, Melaka	Guru Pengiring	14 April 2018	15 April 2018	Universiti
2.	MASKUM UPM  - Projek Mural Hari Sukarelawan Sukarelawan Sedunia 2017 : SMK Perimbun, Cheras	Guru Pengiring	11 Nov 2017	11 Nov 2017	Kebangsaan
3.	Inter Programme Debate 2017 di Institut Profesional Baitulmal	Juri	27 Okt 2017	27 Okt 2017	Universiti
4.	English Language Enhancement Program di SK Pengkalan Tentera Darat	AJK & Guru Pegiring	13 Okt 2017	13 Okt 2017	Universiti

**I declare that all the information in this form is true and correct. The University has the right to withdraw or reject the application if any information in this form found to be untrue.**

**Signature** :

**Name** : HANIM BT MOHAMAD ISMAIL

**Faculty/Department** : PUSAT BAHASA

**Date** : 2 MAC 2021