


SHALIZA ALWI No:3A-8-Block E, Perdana Villa Apt, Off Jln Temenggung, Tmn Sentosa, 47200 Klang, Selangor	
H/P: 017-4523752	E-mail:shalizae@hotmail.com
Date of birth: 29th July 1972	Age:42 years
Marital Status: Married	Nationality: Malaysian
Educational Summary and Certifications:	Bachelor of Business Administrations (Hons),UUM,(1996) Major: Finance Master of Business Administrations, Charles Sturt University Australia,(2001) Major: General Management Certified Trainer with HRDF (Train the Trainer)
Industrial working experienced:	4 years (1997-2001) – Customer Service officer with MNC. 4 years(2007-2011) –Human Capital Development Manager with consultancy firm- in-charged market research, quality management system, training, seminar and consultancy
Operational and lecturing experienced:	4 years(2001-2004) –Lecturer &Program Manager with Stamford College 3 years(2004-2007) – Lecturer &Head of Academic of PTPL Shah Alam 14 years in lecturing in various programmes such as UK Programmes (Accounting and Finance), Murdoch University Australia (Knowledge Management), American Degree Programme(Business Policy) and Public Universities USM(Accounting and Finance), UMS(Management and Finance) and UUM(Management and Finance). Also lecturing for Part-time working adults via Distances Learning and Face to Face: UUM (Strategic Management, Business Finance, Business Economics, Quality Management, Business Forecasting, Inventory Control, Human Resources Management, Organisational Behaviour, Marketing, Principles of Management) USM (Managerial Accounting, Financial Management, Corporate Finance, Option and Futures Derivative and Venture Capital and Financing Entrepreneurship)
Project Consultancy:	Consultancy on Human Capital & Social Development with Northern Corridor Economic Region. Consultant Entrepreneurship Program, Kiosk & Salon, Sireh Mas Sdn Bhd Training on ‘Personal Financial Skills’ and “Retirement Plan” for TNB Distribution Selangor Forum Writer for “Beneficial of Insurance” for Etiqa Insurance Consultant Entrepreneurship Development Programme for Chelos and Bakery Financial Consultant for ‘Majlis Guru-Guru Counseling, Negeri Sembilan’ Advisor ‘Youth Marketing Challenges Malaysia’ at national Level for Al-Bukhary International University (AIU)-Final Stage competitions Advisor ‘Students in Free Enterprise’(SIFE) at International level for Al-Bukhary International University Chairman for Third UNESCO International Youth Peace Ambassador Training Workshop at AIU

	<p>ICT Committee for Campus Management Systems, AIU</p> <p>Committee for Community Services 'Green Talk' Al-Bukhary International University</p> <p>Committee for AIU Mathematics Conferences,2013</p> <p>Trainer and Event Organiser for Teambuilding Program- JKR, Taiping</p> <p>Sales Training-Up Selling and Cross selling methods-Best Western Marina Group, Hotel.</p> <p>Motivation Programmes-adopted from '8 Habits Highly Effectives'</p> <p>Presenter-International Conference Intellect Based-Bangkok,2013</p>
Curriculum Development:	<p>MQA_01, MQA_02 and Course Outlines for:</p> <p>Foundation of Studies, Al-Bukhary International University</p> <p>Bachelor of Banking and Finance, Al-Bukhary International University</p> <p>Bachelor of Business Administration (Marketing and Management),AIU</p> <p>Diploma in Management, Bachelor in Business Administration UMS-</p> <p>Renewal accreditation ,PTPL Shah Alam</p> <p>ACCA,CIM -application</p>

EMPLOYMENT HISTORY: RS Components Sdn. Bhd. Period : Jan1997 – 2001 Position : Customer Service Officer Reporting : Directly to Sales Manager Company Base : UK Based Company	Strength & Quality: Excellent teamwork and assist the sales team Key Accountabilities: Providing information, report on day to day operations, customers feedback and sales performance to the manager Support technical skills (electronics, electrical and mechanical product) for customers. Support warehousing inventory control management, in-coming and out-going inventory. Handling almost 2000 customers based accounts all over Malaysia. Knowledge in MIS and dealing with Singapore, Australia and UK.
Stamford College Ampang, Selangor Period : 2001-2004 Position : Program Manager Reporting: Directly to the Principal Company Base: Local Base	Strength & Quality : Excellent teamwork and performance based Key Accountabilities: Provided services and support to senior management, administration and daily operations such as lecturing local and international students, student admissions and record, fees collection, time-table handling, classroom management, exam procedures, vetting sessions, training, monthly report, across Stamford College Group. Acted as liaison and applying experience to resolve and handle a variety of functions, to include; key performance indicator, performance appraisal, management of files. Responsible for implementing and maintaining compliance with all government and personnel policies, procedures and regulations with the responsibility of ensuring all contracts, reports and forms were completed properly and on time. Conducted employee evaluations for strength and weakness and performed cross-training exercises for competency and efficiency. Conducted evaluation and assessment interviews to obtain knowledge, skills, and abilities of seeking employment.
Subject lecturing and Programmes	Business Policy –North American Degree Programme Business Accounting and Management Theory and Practice-Diploma in Office Administration Financial Accounting, Organizational Behaviour, Human Resources Management-Association of Business Executives Cost Accounting-LCCI Accounting and Business Management -Foundation Level
PTPL College Shah Alam, Selangor Period : April 2004-2007 Position : Head of Academic Reporting: Directly to the Principal Company Base: Local Base	Strength & Quality: Excellent in coordination and managing academic department throughout all branches. Developed and implemented SOP and Strategic Planning for better administration Auditing internal and external organization according to government specification (Malaysian Qualification Agency) Achievement: Best Head of Academic Presidents Distinguish Award Key Accountabilities: Mentoring and Counselling students. Coordinate all schools with various department starting from marketing, registrar, student affairs, academic and examination. Responsible for organizational management, retreat and manpower to ensure fulfilment of commitments. Coordinate for vetting sessions across all branches, training and auditing. Responsible of continual professional development for all staffs Supervised research and projects for the students Acted as liaison and applying experience to resolve and handle a variety of functions, to include; Business plan, Management Budget, key performance indicator, performance appraisal, disciplinary actions, counselling/evaluations, conflict resolution, retention efforts,

	<p>and management of files.</p> <p>Responsible for implementing and maintaining compliance with all government and personnel policies, procedures and regulations with the responsibility of ensuring all contracts, reports and forms were completed properly and on time.</p> <p>Conducted employee evaluations for strength and weakness and performed cross-training exercises for competency and efficiency.</p> <p>Recognized by senior management on numerous occasions for exceptional performance, project management, development of an employee recognition and awards program, arranging new employee orientations/briefings and sponsorships for personnel.</p> <p>Conducted evaluation and assessment interviews to obtain knowledge, skills, and abilities of seeking employment.</p> <p>Involved in students recruitment, marketing and event activities such as open day, seminars and training.</p> <p>In-charged for Industrial Training/Students Internship</p>
Subject lecturing and Programmes	<p>Marketing, Research Methodology for Diploma in Management.</p> <p>Marketing Research, Principles of Management and Entrepreneurship for Bachelor of Business Administrations, Universiti Malaysia Sabah (franchise Program)</p>
Master Reach Network Sdn Bhd Period: Feb2007-April 2011 Position: Human Capital Development Manager Reporting: Directly to the GM Company Base: Local Base	<p>Strength & Quality:</p> <p>Certified Trainer with HRDF</p> <p>Excellent in training and seminars, consulting, & SME industry</p> <p>QMR for ISO9001:2000</p> <p>Key Accountabilities:</p> <p>Develop and maintain training programs for employee skill improvement and career development</p> <p>Involving in Entrepreneurship, Market Research, Business Plan for SME's industries and Franchising Program, Malaysian Franchising Society</p> <p>Training with TNB Distribution-"Personal Financial Management" and "Front-line Customer-Service"</p> <p>Preparing documentation for ISO 9001/2000 and tender procurement for curriculum design from 'Jabatan Tenaga Manusia', Putrajaya</p> <p>Assesses training needs, management budget and supports corporate training, including communication of procedures and work practices to employees in their area of responsibility</p> <p>Coordinate compliance Audits ISO9001 and Training needs analysis</p> <p>Involved with entrepreneurship programmes with TEKUN and "Kementerian Pembangunan Luar Bandar" as well as corporate communications event and activities.</p>
Al-Bukhary International University Period: July 2011-Present Position: Lecturer	<p>Strength & Quality:</p> <p>Curriculum Design for Bachelor of Banking and Finance and Bachelor of Business Administrations</p> <p>Outcome Based Education</p> <p>Key Accountabilities:</p> <p>Has been assigned by the Head of department to teach Principles of Banking and Finance, Financial Management and Entrepreneurship and Innovation at Degree level. Introduction to Business for Centre for Foundation, AIU. The name and qualifications has been approved by Malaysian Qualification Agency and documented in MQA-01 upon submission of Business Programmes (Bachelor of Banking and Finance and Bachelor of Business Administrations)</p> <p>Pioneering for developing, designing most of the course outlines (Business School programmes) for MQA-01 document and receiving Provisional Accreditation from MQA.</p> <p>Preparing the teaching materials and study guides for undergraduates and Foundation level.</p> <p>Lecturing subjects: Handling project based learning with students</p>

	<p>such as Visits to Central Bank Penang, Business Games and Forum Competitions with UNISEL, Forum Competition with KUIN (Entrepreneurship in the perspectives of Islam), Career Talk with Foundation students, Investments Talk with Bankers, Youth Marketing Challenges 2011 (National Level) ,Project Based Learning in Business Projects (2011-2013)and Business Plan Competitions(2013)</p> <p>Academic Curriculum and Management activities involvement in developing MQA-01 for Undergraduates Programmes, Participate in AIU teaching and Learning Workshop 2010,Chairman for UNESCO Workshop 2012, MQA-02 Audit Compliance Centre For Foundations Studies, AIU Mathematics Conference 2013,Presenter and Committee, Conference, Intellect base International Consortium 2013, Bangkok, Thailand and AIU Mathematics Conference 2013.</p> <p>Responsible as a Chief Invigilators since 2010 for All Final Examinations, Vetting sessions, Invigilation, Curriculum Review, Setting Mid-term and Final Exam questions and assignments and Curriculum Committee Members in School of Business, AIU.</p> <p>Community Service involvement in teaching 'Bahasa Melayu' to all AIU students, AIU Netball Team, Staff Welfare Committee, Chaperone and other activities.</p> <p>Coaching and Mentoring AIU students during consultation hours</p> <p>Assist Centre of Teaching and Learning (CTL) for professional training and development</p> <p>Developing MQA_01 and MQA_02 supporting School for Foundation Studies and Undergraduates.</p> <p>Collaboration with certification bodies such Chartered Institute of Marketing and CFA.</p> <p>Involved in Community Services, Event Management, Audit and Corporate Communication activities.</p>
Subject Lecturing:	Principles of Banking and Finance, Investment Banking, Option and Futures Derivatives, Treasury Decisions, Banking law, Financial Management, Entrepreneurship and Innovation for undergraduates as well as Introduction to Business for Foundation level.
Additional Skills:	Minitab, SPSS, Microsoft Office, Business Pro-Plan, Adobe Captiva
Training Skills:	Outcome Based Learning by Malaysian Quality Agency Certified Train the Trainer by HRDF ISO9001:2008 Measuring Quality Performance-Professor Kanji, UK Smart Learning Teaching Training-KDU Rubrics Workshop- Keele University, UK Turn-It-In for plagiarism Constructive Learning-AIU Assessment Workshop-AIU Creativity and Innovation Workshop, Zenith Business Excellent, KL
Research and Forum:	<p>Forum: Compensation and Benefits with Etiqa Insurance Berhad</p> <p>Sustainable Development of Accounting Professions (MIA-USM)</p> <p>E-Learning in Finance; Web-ICT Applications, AIU</p> <p>Forum on 'Entrepreneurship in the perspectives of Islam', AIU vs KUIN</p> <p>Project based Learning in Curriculum Design to motivate Learners and Educators, Maths Conference, AIU-Presenter</p> <p>Project-Based Learning to enhance Numerical skills; applications in Banking and Finance Courses, Intellect-based Learning, International Conference, Bangkok, Thailand-Presenter</p> <p>Enhancing numerical skills for employability in Banking and Finance</p>

	Sector,(2013), Intellect-based International Conference, Bangkok, Thailand-Presenter Creativity and Innovation Workshop,(2013), Zenith Business Excellent, Renaissance Hotel, KL-Participant
Referees:	En Mohd Nazri Mursi (Lecturer, AIU) 019-4566464 Rusnizah (Lecturer, AIU) 012-5281180