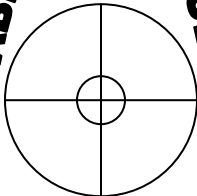


SYED ABBAS ALI B. AYUB KHAN



A

RESUME

Age : 34 Years
 Gender : Male
 Marital Status : Married
 Date of Birth : 14 July 1982
 Religion : Islam
 No I/C : 820714-75-5039
 Telephone No : 04-9164885/H/P- 016-3055243
 Email : syedabbasalium@gmail.com
 Yahoo Messenger :
syedabbas_utm@yahoo.co.uk; Abbas Ayub
 Address : No.2410, Lot 11,
 Jalan Bakar Bata,
 Lorong Peringgi,
 Kampung Pisang,
 05100 Alor Setar,
 KEDAH DARUL AMAN.



B

EDUCATION BACKGROUND

C

ACTIVITIES

D

SKILLS

E

EXPERIENCES

SYED ABBAS ALI AYUB KHAN
 BACHELOR OF SCIENCE IN HUMAN
 RESOURCE DEVELOPMENT
 UNIVERSITI TEKNOLOGI MALAYSIA

SYED ABBAS ALI AYUB KHAN
 MASTER OF HUMAN RESOURCE
 MANAGEMENT
 UNIVERSITI UTARA MALAYSIA

B

HIGHEST EDUCATION

***Level** : Master's Degree **Grade** :CGPA: 3.4
Course : Master of Human Resource Management
Institution : Universiti Utara Malaysia (UUM)

***Level** : Bachelor's Degree **Grade**:CGPA:3.2
Course : Bachelor of Science -
 (Human Resource Development)
Institution : Universiti Teknologi Malaysia (UTM)

SECONDARY EDUCATION

***Level** : Penilaian Menengah Rendah (PMR)
Grade : 2 A's, 3 B's, 4 C's.

***Level** : Sijil Pelajaran Malaysia (SPM)
Grade : 4 A's, 3 B's, 3 C's.
School : Sekolah Menengah Kebangsaan Syed
 Hassan, 01000 Kangar, Perlis.

PRIMARY EDUCATION

***Level** : Ujian Penilaian
 Sekolah Rendah (UPSR)
Grade : 6 A's
School : Sekolah Rendah
 Jenis Kebangsaan Tamil,
 01000 Kangar, Perlis.

SUBJECTS TAKEN

*Bachelor's Degree (UTM)

Major Subjects

- ✓ Principles of Human Resource Development
- ✓ Introduction to Industrial Counselling
- ✓ Principles of Human Resource Planning
- ✓ Introduction to Industrial Psychology
- ✓ Adult Learning
- ✓ Training Needs Analysis
- ✓ Organizational Behaviour
- ✓ Principles on Instructional Design
- ✓ Cross-Cultural Management
- ✓ Principles of Programme Evaluation
- ✓ Principles of Management
- ✓ Fundamentals of Research Methodology
- ✓ Human Resource Management
- ✓ Training Management
- ✓ Skills for Trainers
- ✓ Industrial Supervision
- ✓ Organizational Change and Development
- ✓ Construction and Manufacturing Industrial Organization
- ✓ Negotiation Techniques
- ✓ Behaviour and Behavioural Modification
- ✓ Basic Principles of Malaysian Law
- ✓ Introduction to Industrial Relations
- ✓ Occupational Safety and Health Act (OSHA)

Support Subjects

- ✓ Principles of Economics
- ✓ Basic Organizational Communication
- ✓ Proficiency Skills in English
- ✓ Islamic and Asian Civilisation I
- ✓ Accounting I
- ✓ English for Academic Communication
- ✓ Malaysian Nationhood
- ✓ Introduction to Computer
- ✓ Introduction to Finance
- ✓ English for Professional Communication
- ✓ Islamic Institutions
- ✓ Creative Thinking and Problem Solving
- ✓ Microcomputer Applications
- ✓ Basic Quantitative Methods
- ✓ Islamic and Asian Civilisation II
- ✓ Management Information System
- ✓ Philosophy, Science and Technology in Islam
- ✓ First Aid I
- ✓ Instructional Technology System
- ✓ Professional Ethics
- ✓ Industrial Training
- ✓ Japanese Language
- ✓ **Undergraduate Project Proposal and Real Project.**

*Master's Degree (UUM)

Major Subjects

- ✓ Organizational Behavior and Development
- ✓ Human Resource Management
- ✓ Industrial Relations
- ✓ Strategic Human Resource Management
- ✓ Research Methods
- ✓ Managing Occupational Safety and Health (OSHA)
- ✓ Workforce Diversity Management
- ✓ Information Technology for Managers
- ✓ Managerial Economics
- ✓ Legal and Ethical Issues in Human Resource Management
- ✓ Master's Project Paper: - 'MANAGERIAL LEADERSHIP IN ISLAMIC PERSPECTIVE AND COMMITMENT TO THE ORGANIZATION: A CASE IN LEMBAGA TABUNG HAJI MALAYSIA (LTH), KEDAH BRANCHES.

EXECUTIVE NOTES

1. **Top-notch in Student Activities:-**

- Student Representative Council Committee Members (Residential College Level)
- Active Involvement in the Seminars and Thoughts that being held in the Campus.
- Pursuing for Degree in the field of Human Resource majoring in Human Resource Development, Management and also Research and Development (R&D)
- Unique Combination of Knowledge and Skills in Multi level Activities like Accounting, training, business, Computer based technologies and economics.

2. **Interpersonal Traits and Attitudes:-**

- Pleasant personality with Positive attitudes and willing to learn,
- Excellent Interpersonal and Intra personal Skills
- Mature, Creative and Good Presentation, Interpersonal Skills.
- Self-Motivated and a Team Player

A). MEMBERS OF BOARD (COMMITTEE)

- ✓ Chairmen of the Bureau Solidarity and Alumni, Universiti Teknologi Malaysia
- ✓ Member of Committee in 'Program Mentor-Mentee'-Conducted by Unit Counseling and Career.
- ✓ Member of Committee in "Programme Pesta Desa Skudai 2003"
- ✓ Member of Committee in "Programme Sukan Antara Kolej-kolej Mahasiswa (SUKAM) 2002"
- ✓ Member of Committee in "Programme Students of Human Resource Carnival"
- ✓ Member of Committee in "Programme Malam Gala Pesona Bintang"
- ✓ Member of Committee in "Programme National Day Celebration- Programme PENDEKAR 2002"
- ✓ Member of Committee in "Programme Peningkatan Sahsia dan Kaedah Belajar di Universiti"
- ✓ Member of Committee in "Programme –Reke Cipta"
- ✓ Member of Committee in "Programme – Hari Pendidikan Islam"
- ✓ Member of Committee in "Programme Human Resource Management and Development Convention (MANDEC) 2002"
- ✓ Chief of Committee in "Programme FIRE X-PLODE "-(Chief of Protocol and Safety Unit)
- ✓ Member of Committee in "Programme Motivation to Enhance Self Confident"
- ✓ Member of Committee in Corporate Social Responsibility (CSR) in Schools in Melaka and KUIS

B). MEMBERS OF BOARD (ATTENDING COURSES AND SEMINAR)

- ✓ "Program- Kecemerlangan Akademik Pembimbing Rakan Siswa (PRS)"
- ✓ "Program- Perbengkelan Sains Teras SPM"
- ✓ "Program -Hari Pendidikan Islam bagi Tahun 1999 dan 2000"
- ✓ "Program- Bengkel Peperiksaan SPM 2000"
- ✓ "Programme- Local Leadership Development Seminar"
- ✓ "Program- Lawatan Akademik Kursus Pembangunan Sumber Manusia"
- ✓ "Program- Seminar Bersama Al-Quran dan Majlis Tadarus Al-Quran Al-Karim"
- ✓ "Facilitator of Programme- Kem Pendidikan Rakan Bestari Darul Makmur 2003"
- ✓ "Facilitator of Programme- Primary School Uniform Club Camp in Kem Unik, Ulu Tiram, Johor"
- ✓ "Program- Kursus Pengurusan Jenazah"
- ✓ "Programme- Workshop of the Good Attitudes Organized by Creative Thinking and Problem Solving Bureau"
- ✓ "Program – Sandaran Pelajar Reka Cipta"
- ✓ "Programme- Essay Writing Competition ; National Level"
- ✓ "Programme- Seminar on Personality Development"
- ✓ National Convention on Psychology and Counseling
- ✓ "Programme- Computer and Software Management"
- ✓ "Workshop on Human Performance Improvement"
- ✓ Bengkel Penulisan Buku dan Jurnal berimpak tinggi.
- ✓ Bicara Intellect Ululilmi 2010
- ✓ Program Peningkatan Prestasi Model Insan 2010
- ✓ Latihan Penggunaan Modul Pensyarah bagi tenaga pengajar baru (E-Campus)
- ✓ Globalisation Sustainability in Islamic Financial Services; Prospects and Challenges – Universiti Sains Islam Malaysia (USIM)
- ✓ Kolokium Penyelidikan Fakulti Sains dan Teknologi Informasi, KUIS.
- ✓ "Pengurusan Adab dan Ikhtilaf dalam Gerakan dan Organisasi Islam"
- ✓ Public Lecture by Professor Dr. Mohammad Said Ramadan Al-Bouti.
- ✓ "Francais Usahawan Muda 1 Malaysia"
- ✓ Programme on Work as a Team in Organization.

C). MEMBER OF BOARD (SPORTS / GAMES)

- ✓ “Sukan Rakyat- Programme “Sehari Bersama SMART”
- ✓ “Larian Baton Sukan Komanwel ” (Queen’s Relay)
- ✓ “Program- Kursus Lumba Jalan Kaki - MILO”
- ✓ “Program- Larian SMARTON”
- ✓ “Program- Berjalan Untuk Negara”
- ✓ College and Faculty Representative in “Kejohanan Sukan Antara Kolej-kolej Mahasiswa SUKAM XIII 2005 and 2011”- Playing Dart Game.

D). JOURNALS AND ARTICLES

- ✓ Stress Determinant among Lecturers in Kolej Universiti Islam Antarabangsa Selangor.
- ✓ The Relationship between Synergy and Attributes in process *Tadibi* in Kolej Universiti Islam Antarabangsa Selangor.
- ✓ ‘Mendepani cabaran Golongan Kurang Upaya (OKU) dalam mengharungi arus pendidikan Islam; satu tinjauan di Darul Quran’
- ✓ How to help Teenagers to be successful in aspects of economy.
- ✓ Learning Organization and Work Performance in Bank Pembangunan Malaysia Berhad.

E). BOOKS AND THESIS

- ✓ ‘Hubungan Domain (Elemen) Pembelajaran dengan Pembelajaran Koperatif; Tinjauan dikalangan Pelajar Kolej Universiti Islam Antarabangsa Selangor.’
- ✓ Qalbu Development-Self Motivation
- ✓ Malaysian Compensation and Benefits System
- ✓ ‘Hubungan di antara Penggunaan E-dagang dan Tahap Kemajuan Industri Kecil dan Sederhana (IKS); Satu Kajian di Kawasan Perindustrian IKS, TTDI Jaya, Shah Alam, Selangor.’
- ✓ Perspectives on Capabilities of Bumiputra Entrepreneurs; A case study in SIIUC.
- ✓ Managerial Leadership in Islamic Perspectives and Commitment to the Organization; A Case Study in Lembaga Tabung Haji Malaysia.
- ✓ ‘Kokurikulum sebagai Pemangkin dalam Kecemerlangan akademik Mahasiswa; Satu Kajian di Kolej Universiti Islam Antarabangsa Selangor.’
- ✓ Determinant of Medical errors and Job burden among Nurses in Hospital; A case study in Hospital Kuala Selangor.
- ✓ ‘Penggunaan Internet sebagai Sumber Pengajaran dan Pembelajaran dikalangan Pensyarah; Satu Kajian Kes di Kolej Universiti Islam Antarabangsa Selangor.’
- ✓ ‘Peranan Insurans Takaful dalam menjamin Kesejahteraan Keluarga; Satu Tinjauan di Bandar Seri Putra, Kajang, Selangor.’
- ✓ ‘Konsep penerimaan E-dagang dari Perspektif Islam dengan Kebaikan dan Keburukkan Penggunaannya; Satu Kajian Kes di KUIS.’
- ✓ ‘Kajian Persepsi Kakitangan Akademik terhadap Pengiklanan Internet; Satu Kajian Kes di KUIS.’

F). MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS AND ASSOCIATIONS

- ✓ The Malaysian Association of Human Resources Consultants (MAHRC)
- ✓ “Pertubuhan Kebajikan Islam Malaysia (PERKIM)”
- ✓ “Persatuan Pengguna Islam Malaysia (PPIM)”
- ✓ “Persekutuan Pertubuhan India Muslim Malaysia (PERMIM)”
- ✓ National Human Resources Association (NHRA)
- ✓ Malaysian Institute of Human Resource Management (MIHRM)

D**HONOURS**

- ✓ Sijil Penghargaan- Pelajar Terbaik SPM Aliran Sastera Tahun 2000
- ✓ Penghargaan Dekan (Dean's List)
- ✓ The Best Men Lecturer in SIUC (Students' Selections)
- ✓ Appreciation from Islamic Institutions- PERKIM, PERMIM, KIMMA
- ✓ The Degree of Bachelor of Science (Human Resource Development)
- ✓ Master of Human Resource Management
- ✓ Organization's Representative in Dart Games

SKILLS**COMPUTER**

- ✓ Microsoft Word
- ✓ Microsoft Power Point
- ✓ Microsoft Excel
- ✓ Microsoft Access and HRIS Software
- ✓ Microsoft FrontPage
- ✓ Web Pages
- ✓ FLASH and SWISH
- ✓ Photoshop
- ✓ Computer- Hardware and Software's
- ✓ Accounting Software- MYOB
- ✓ Payroll Software
- ✓ Statistical Package Software for Social Science (SPSS)

LANGUAGES

Proficiency (Best =10- Worst=1)

Spoken**Written**

- | | | |
|--------------------|------|------|
| ✓ Bahasa Malaysia | ✓ 10 | ✓ 10 |
| ✓ English | ✓ 10 | ✓ 10 |
| ✓ Tamil | ✓ 10 | ✓ 10 |
| ✓ Mandarin | ✓ 4 | ✓ 4 |
| ✓ Japanese | ✓ 5 | ✓ 3 |
| ✓ Bahasa Indonesia | ✓ 9 | ✓ 8 |
| ✓ Arabic | ✓ 4 | ✓ 5 |

PREFERENCES

- ✓ Willing to Travel :Yes
- ✓ Willing to Relocate :Yes
- ✓ Possess Own Transport :Yes
- ✓ Expected Monthly Salary :RM 2,500 (Negotiable)
- ✓ Availability :Any Time

TOP NOTES**Strengths**

- ✓ Leadership charisma
- ✓ Fast Learner and highly motivated.
- ✓ Dynamic Team Player
- ✓ Sense of Responsibility, Self discipline and self confidence.
- ✓ High Commitment, Planning oriented actions and focus.
- ✓ Ability to perform under pressure multitask
- ✓ Creative and Resourceful
- ✓ Excellent skills in Communication, negotiation and collaboration

Additional Information

- ✓ Excellent in internet research and also in Training and Development
- ✓ Experience in practicing Employment laws and Industrial Relations Act.
- ✓ Good knowledge of 'learning organizations' and 'knowledge workers'
- ✓ Computer literate – Able to deal with all the Microsoft Office tools
- ✓ Able to build strong customer relationship and good in Management.

1. Material Designer – RASS DESIGN
 - ✓ No. 140-A, Tingkat Bawah, Persiaran Jubli Emas, 01000 Kangar, Perlis (4 Months Training)
 - ✓ Design the T-shirt and Logos for Programmes
 - ✓ Decorate and arrange the suitable colours for the banners and pamphlets.
2. Industrial Training – KILANG GULA FELDA CHUPING, PERLIS
 - ✓ Felda Chuping, Perlis (6 Months- Industrial Training)
 - ✓ Get some experience in Payroll and Security Department, also in Administration Department
 - ✓ Handle the attendance matters and verify the data in the Human Resource Information System -(HRIS)
 - ✓ Doing the administration and promotion jobs
 - ✓ Calculate and manage to pay the salary for the staffs.
3. Store Supervisor and Accountant – RESTORAN ALIFF and RESTORAN SAFIAH
 - ✓ No.83, Jalan Perdagangan 3, Taman Universiti, 81300 Skudai, Johor (1Year)
 - ✓ Make arrangement and deal with the suppliers
 - ✓ Handle the logistics matters and manage the inventory
 - ✓ Responsible on Code of Conducts and disciplinary procedures
4. Personal Loan Executive – HONG LEONG BANK BERHAD
 - ✓ Lot 9, Jalan 222, Jalan Templer, Petaling Jaya, Selangor. (3 Year)
 - ✓ Doing the banking related matters
 - ✓ Handle the Personal Loan/mortgage Cases.
5. Industrial Relation Officer – HABIB JEWELS (M) SDN BHD
 - ✓ Menara HABIB, Ampang Point, Ampang, Selangor (6 Months)
 - ✓ Advice on Industrial Related Matters
 - ✓ Handle the disciplinary procedures
 - ✓ Manage the company's accounts in order
6. Account and Audit Executive – AAA URUSKIRA (M) SDN BHD
 - ✓ E205, Kelana Parkview, No.1, Jalan SS 6/2, Kelana Jaya, Selangor (3 Year)
 - ✓ Be exposure to the MYOP SYSTEM- Accounting and Audit System
 - ✓ Handle the Accounting and audit related jobs
 - ✓ Doing Accounting services to the Small and Medium Entrepreneur (SME) Companies.
7. Computer Teacher - TOP ANGEL COMPUTER CENTRE (M) SDN BHD
 - ✓ 3 A, Jalan Sekolah Derma, 01000 Kangar, Perlis.
 - ✓ Teaching the Primary School students on Basic Computer Applications (Microsoft Windows, Microsoft Power Point, Microsoft Excel, Paint, and Microsoft Access)

8. Lecturer- KOLEJ UNIVERSITI ISLAM ANTARABANGSA SELANGOR
 - ✓ Persiaran Putra 1, Bandar Seri Putra, 43600 Bangi, Selangor. (5 Years)
 - ✓ Conduct the Diploma and Degree level classes based on subjects like Human Resource Management, Occupational Safety and Health Management, Compensation and Benefits, Business Communication and also Human Resource Information System.
9. Part time Lecturer – UNIVERSITI PUTRA MALAYSIA (4 Years)
 - ✓ Teaching for First Degree Programmes such as Human Resource Development (HRD).
 - ✓ Conducting Degree level subjects, an example Training Development, Programme Analysis and Human Development or Adult Learning.

SUPPLEMENTARY

Preferred Work Style: I prefer to work in a fairly organized environment, where my performance can be measured with some accuracy. I'm certainly ambitious; I like to keep moving and progressing, yet realistic about my chances of completing a task successfully.

F

REFERENCES

- 1) Associate Professor Dr. Abdul Halim Bin Abdul Majid
Senior Lecturer,
College of Business,
Universiti Utara Malaysia, Sintok, Kedah
Telephone: 019 5210534
- 2) Professor Dr. Azdham Bin Ali
Senior Lecturer,
Faculty of Accounting,
Universiti Pendidikan Sultan Idris,
Tanjung Malim, Perak
Telephone: 012 3785369
- 3) Norahikin Binti Mahmud,
Jabatan Pembangunan Sumber Manusia,
Fakulti Pengurusan dan Pembangunan Sumber Manusia
Universiti Teknologi Malaysia
Telephone (Office): 07-5533 333 Ext: 31898
Telephone (H/Phone): 012 7277402

4) En. Ibrahim Bin Sahul Hamid
Front Office Manager,
Star City Hotel Alor Setar,
No.88, Jalan Pintu Sepuluh,
05600 Alor Setar, Kedah.
Telephone (Office): 04-734 2588 Ext: 8109
Telephone (H/Phone): 012 4472043

5) En. Mohd Faridz Bin Hj. Ismail
Pensyarah,
Jabatan Pengurusan Sumber Manusia,
Fakulti Pengurusan dan Muamalah,
Kolej Universiti Islam Antarabangsa Selangor
Telephone (Office): 03-89254251 Ext: 2328
Telephone (H/Phone): 0192235000