

**Email**

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Address

Batu Caves, Selangor

Phone

03- 8883 3823

Date of birth

06-03-1984

Nationality

Malaysian

**Skills**

Intermediate user of Microsoft Office
(Words, Excel, Power Point)

Intermediate user of Canva
application for graphic design

**Languages**

Dual languages - Malay and English

Intermediate

Dr. Doryalisa binti Zakaria

Senior Principal Assistant Director UG52

Programme /event co-ordinator with strong passion and interest on management of promotional activities and focusing on public awareness related to oral health issues

Experience

■ Senior Principal Assistant Director (UG 52)

Oral Health Promotion Section, Oral Health Programme, Ministry Of Health Malaysia

Federal Government Administrative Centre Putrajaya

April 2019 - Present

Currently working as Senior Principal Assistant Director at Oral Health Promotion Section, Oral Health Programme, Ministry Of Health (OHP MOH). Major tasks include organizing and co-ordinating numerous dental promotional activities and major events at national and state level such as:

1.**World Oral Health Day 2020 event** - As the core person for promotional activities such as organizing & co-ordinating mass media interviews at **Malaysia Hari Ini TV3, Selamat Pagi Malaysia RTM and iKIM.fm radio** (this included dealing with TV & radio stations for interview slots , handling scripts preparation & invitations for speakers, organized interview sessions , monitoring interview sessions so that it ran smoothly, help in promotional part of the sessions through social media, co-ordinating community service programme involving mobile dental clinic team during interview session)

2.One of main committee for the national launching of **Ikon Gigi Orang Asli 2019 event** (which officiated by Health Minister of Malaysia), **KOTAK 2019 Convention, Oral Health Promotion Week 2019** (officiated by Negeri Sembilan state Chief Minister)

3.Main co-ordinator for **dental infographics' special team** which involved in the development of media-based public informations (infographics, posters and video) related to **Covid-19 pandemic**. This include managing the team in the development of dental infographics related to Covid-19 issues, uploading approved/ relevant media contents into OHP social media platforms and monitoring usage and public response towards OHP media social contents. To date, 28 infographics, poster & video successfully published and widely shared by public include MOH, HECC, other agencies such as MCMC and mass media. Amongst them, one of the top post has reached maximum of **800K public reach**.

4. As a core person in organizing & co-ordinating several major promotional activities through social media platforms: (include managed the scripts preparation)

2019- Facebook Live session title **Doktor Gigi: Palsu atau Ori? (8K public views)**

2020-Facebook Live session title **Covid-19 dan rawatan pergigian (29K public view)**

5.Perform public speaking at various levels:

- **Speaker for iKIM.fm radio** interview title **Jom Bersama Kita Jaga Gigi (11K public view)**

- **Moderator** for Facebook Live session titled **Covid-19 dan rawatan pergigian (29K public view)**
- **Presenter** for KOTAK guideline revised edition at OHD MOH technical meeting
- **OHD Representative speaker** for World Oral Health Day 2020 online launching

6. Involvement in publication committee:

As the **Chief Editor for OHP MOH official yearly newsletter**. Play a major roles in the publication of the newsletter. This include planning the concept & design, handling photography session, dealing with the vendor & designer for editing and quotation, compilation of pictures and contents, handling distribution of newsletter to state and other facilities, reviewing final proofreading and a **main contributor for the content** include the authors message, directors message, article on main events of the year, moments, general article. There are a total of three newsletters successfully published as follows:

- *Jom Berhenti Merokok, Katakan Tidak Pada Vape!* Jan - Jun 2019 edition
- *Doktor Gigi: Pastikan Ori!* Jul - Dis 2019 edition.
- *Edisi Khas Covid-19* Jan- Jun 2020 edition

7. Oral Health Promotion Week 2020:

As the **core person** for managing and co-ordinating the activities and its upcoming national launching events (this include co-ordinating the pre-launched promotional activities such as infographics and instavideo contest, selecting judges and prepare for judging part of the contest, helping in the promotional campaign through social media platforms, co-ordinating the team involved in the upcoming national virtual launching event in August and follow- ups the progress for promotional social media content)

8. Being appointed as one of **Judge for World Oral Health Day 2020** photography competition (as the representative from OHP MOH)

9. Involved as one of **Hotline Responder for National Crisis Preparedness & Response Centre (CPRC)**.

Has been working hand-in hand with Disease Control Division MOH team to attend for Covid-19 public enquiries starting from early phase of MCO to Conditional MCO phase. (total of 3 shifts)

10. Numerous experiences in dealing/ communication with **various stakeholders and agencies** such as Malaysian Dental Association, Dental Dean's Association, Malaysian Dental Student Associations, Royal Malaysian Army Forces, major oral care suppliers, mass media producer and co-ordinators. Develop and maintaining a good **public relations** with other MOH departments such as Health Education and Communication Centre (HECC) and *Unit Komunikasi Korporat (UKK)* for the purpose of sharing relevant informations regarding dental promotional activities.

▪ **Dental Officer In- Charge**

Kuala Lumpur & Putrajaya Dental Health Section

Kuala Lumpur & Putrajaya Health Department

October 2009 - April 2019

1. As an **officer in-charge** for total of 4 years at two different district dental clinics.

- Have various experiences in administrative management in primary dental care which include patient/customer management, implementing quality management system (MS ISO 9001:2015), clinical procedures and staff management.
2. As one of MS ISO 9001:2015 **auditor** for 5 consecutive years
 3. **Facilitator and team leader** for **Innovation quality project** at Kepong district.
 4. More than **8 years experiences as a clinician/ general dental practitioner** at various primary dental clinics and hospitals.

Education

- **Doctor of Dental Surgery (DDS)**
National University of Malaysia
2008
- **Sijil Pelajaran Malaysia (SPM)**
Maktab Rendah Sains MARA Taiping
2001
- **Penilaian Menengah Rendah (PMR)**
St. George's Girls School (SGGS) Penang
1999

Honors & Awards

Anugerah Perkhidmatan Cemerlang (APC) receiver in 2013

Won **2nd prize** at KL & Putrajaya Health Department **Innovation Day in 2015** and representing KL & Putrajaya Dental Health Section for **National Innovation Awards Day 2015**

References

1. DR. SALLEH BIN ZAKARIA

Deputy Director

Oral Health Promotion Section

Oral Health Programme

Ministry of Health Malaysia

2. DR. LESLIE SUSHILKUMAR D. GEOFFREY

Director

Oral Health Care Division

Oral Health Programme

Ministry of Health Malaysia