

CURRICULUM VITAE

NORHAFIZAH BINTI OMAR

PERSONAL DETAILS

NAME : NORHAFIZAH BINTI OMAR

IDENTIFICATION CARD NO. : 850330-10-5616

ADDRESS : NO. 19, JALAN SATRIA 24, TAMAN SATRIA, 42500 TELOK
PANGLIMA GARANG SELANGOR

MAIL ADDRESS : DIETETIC & CATERING DEPARTMENT HOSPITAL TENGKU AMPUAN
RAHIMAH, KLANG, JALAN LANGAT, 41200 KLANG, SELANGOR

EMAIL : norhafizah85@moh.gov.my; norhafizah.omar85@yahoo.com

DATE OF BIRTH : 30TH MARCH 1985

PLACE OF BIRTH : KLANG, SELANGOR

AGE : 34 YEARS

GENDER : FEMALE

MARITAL STATUS : MARRIED

NATIONALITY : MALAYSIAN

LANGUAGES : MALAY, ENGLISH

EDUCATION AND QUALIFICATIONS

PRIMARY EDUCATION : 1991 - 1997

SEKOLAH RENDAH PELABUHAN UTARA, PELABUHAN KLANG, SELANGOR

SECONDARY EDUCATION : 1998 - 2000

SEKOLAH MENENGAH (P) TREACHER METHODIST, KLANG

SIJIL RENDAH PELAJARAN 2000

No. Of Subjects : 8

Overall Results : 8 (A)

SEKOLAH MENENGAH SAINS MUAR, JOHOR

Sijil Pelajaran Malaysia 2002

(Malaysian Certificate of Education)

No. Of Subjects : 9

Overall Results : 4 (A), 4 (B), 1 (C)

TERTIARY EDUCATION :

KOLEJ MATRIKULASI KUALA PILAH, NEGERI SEMBILAN

SAINS HAYAT : CGPA :3.53

UNIVERSITI PUTRA MALAYSIA

BACH OF SC. NUTRITION AND COMMUNITY HEALTH CGPA :3.24

UNIVERSITI TEKNOLOGI MARA (UiTM)

MASTER IN FOODSERVICE MANAGEMENT CGPA :3.84

WORKING EXPERIENCE

LENGTH OF SERVICE	DURATION	ORGANIZATION	POSITION
2 MONTHS	JANUARY 2009 – FEB 2009	SEK. KEB. PELABUHAN KLANG	TEMPORARY TEACHER
4 MONTHS	FEB 2009 – JUNE 2009	SMK. TENGKU AMPUAN JEMAAH, PELABUHAN KLANG	TEMPORARY TEACHER
2 YEARS	1 JULY 2009 – 1 DECEMBER 2011	INSTITUT TADBIRAN AWAM NEGARA (INTAN) BUKIT KIARA	PENGURUS ASRAMA, GRED N41
	1 DECEMBER 2011 TO DATE	HOSPITAL TENGKU AMPUAN RAHIMAH, KLANG	FOODSERVICE OFFICER (HEALTHCARE), GRED C41

PRESENT JOB

DESIGNATION : **CATERING OFFICER**
ORGANIZATION : **HOSPITAL TENGKU AMPUAN RAHIMAH, KLANG**
DEPARTMENT : **DIETETIC & CATERING DEPARTMENT**
SPECIALTY : **FOOD SERVICE MANAGEMENT**
RESPONSIBILITY :

1. CUSTOMER FOOD SERVICE

- ✚ To ensure food provide is healthy and nutritious meets the nutrient requirement of patient
- ✚ To provide friendly food service to the customer
- ✚ To ensure food is prepared accordingly to the hygiene and safety practices

2. QUALITY MANAGEMENT

- ✚ To ensure patient satisfaction is satisfied with the service
- ✚ To ensure the right diet is served to the right patients
- ✚ To ensure the compliance of GMP, HACCP and HALAL requirement during food preparation

ACTIVITIES / EXPERIENCE/ INVOLVEMENT/ EXPERTISE

TALKS

To give talks to paramedics, public, students, course participants.

- ❖ Role of Foodservice Department
- ❖ Presenting the Yearly Performance outcome of Foodservice Department
- ❖ Effective Menu Planning in Patients Foodservice
- ❖ Training for nurses and hospital attendance on food safety and foodservice
- ❖ Hospital CME (Catering/ Patients Meal)
- ❖ Forum, talks, visits and sharing session with IPTA, IPTS and college.

OTHER INVOLVEMENT

Assistant Coordinator GMP, HACCP & HALAL Team HTAR	- 2012 - present
Member of Malaysian Foodservice Allied Health Association	- 2012 – present
Head Panel for examination paper (Pen. Pengurus Asrama KKM)	- 2012 – present
Committee of HTAR Cafeteria	- 2012 – present
Pegawai Aset Jabatan Dietetik dan Sajian	- 2012 - present
Interview Panel (Wakil Jabatan) for Pen. Peg. Penyediaan Makanan	- 2013
Committee for Profession Standard Operating Procedure (SOP)	- 2014 – present
Committee for Hospital Diet Manual (HDM)	- 2014 – 2017
Head of Selangor Catering Officer Profession	- 2015 - present
Participants in Selangor Research Day 2015 (2 nd Place for Poster)	- 2015
Committee for Medical Brief of Requirement for Government Hospital Kitchen	- 2018 - present
Committee of Allied Health Profession Selangor (Asst. Secretary)	- 2018 – present
Committee of Foodservice Profession Research Team	- 2018 – present
Participants in Selangor Research Day 2018	- 2018
Committee of CRC in HTAR Klang	- 2018 – present
Committee of Budaya Korporat HTAR	- 2018 – present
Pegawai Pelupusan Aset HTAR	- 2018 - present
PUSPANITA, Cawangan Kecil HTAR Klang (Secretary)	- 2019 – 2020
Committee of Allied Health Profession Conference 2019 (Secretary)	- 2019
Committee of Hospital Menu and Standard Recipes Compilation	- 2019
Committee of Jab. Dietetik & Sajian HTAR Lean Healthcare Management Project	- 2018 - present
Committee of Karnival Kesihatan Kuala Selangor (Exhibitor)	- Mac 2019