

NORAIN ABU TALIB



PROFILE SUMMARY

An enthusiastic self-starter with strong leadership and communications skills. Proven academic and curricular achievements, and possess the right technical and soft skills required to propel the organization achieving its goals and objectives.

PERSONAL PARTICULARS

Name	:	Ms. Norain Binti Abu Talib
Designation	:	Healthcare Foodservice Officer C41
Organization	:	Dietetic and Foodservice Department, Hospital Sultanah Bahiyah, Km 6, Jln Langgar, 05460 Alor Setar, Kedah Darul Aman
Contact number (Office)	:	04-7406149/ 6150
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Email	:	cik.norain@moh.gov.my / norain_ainz@yahoo.com
Age	:	31
Marital Status	:	Single

ACADEMIC BACKGROUND

2010- 2012	:	Universiti Tun Hussein Onn Malaysia Master Bachelor of Technique and Vocational Education
2007 – 2009	:	Universiti Teknologi MARA Malaysia Bachelor Science (Hons) Foodservice Management
2004 – 2007	:	Universiti Teknologi MARA Malaysia Diploma in Culinary Arts
2002 – 2003	:	MARA Junior Science College Sijil Pelajaran Malaysia (SPM)

WORK EXPERIENCES

- Healthcare Foodservice Officer in Hospital Sultanah Bahiyah, Alor Setar (2013-Present)
- Healthcare Foodservice Officer in Hospital Raja Perempuan Zainab II, Kota Bharu (2012-2013)
- Training Assistant Manager at Dommal Foodservice (2012)
- Training Lecturer at Polytechnic Merlimau, Melaka (2011)
- Foodserver at Ayam Dara Restaurant, Shah Alam (2010)
- Participant of HACCP and Halal Training Program (2009)
- Internship at Palace of the Golden Horses Hotel, Seri Kembangan 2006
- Foodserver during Monsoon Cup 2005

CONFERENCES/ PROFESSIONAL COURSES/ RELATED COURSES ATTENDED

Conferences

- National Healthcare Foodservice Day: Mini Conference and Exhibition 2017 3-4 Oct 2017
- Hari Inovasi BSKB 2017 27 Apr 2017
- 4th Asia Pacific International Food Safety Conference & 7th Asian Conference on Food and Nutrition Safety 11-13 Oct 2016
- 11th Allied Health Scientific Conference 2016 6-7 Sep 2016
- Konvensyen KIK KKM Peringkat Kebangsaan 2015 24-27 Aug 2015
- Persidangan Dietetik dan Sajian KKM 2015 20-22 Oct 2015
- 2nd BSKB Research Day 2015 29 Oct 2015

Professional Courses (Foodsafety)

- MS 1480:2007 Developing HACCP 18-20 May 2015
- HACCP: Principles and Applications (*Distinction*) 2-4 June 2015
- Kursus Audit Dalam GMP/ HACCP Peringkat Negeri Kedah 2015 6-7 May 2015
- Bengkel HACCP Bil.1/ 2014 Peringkat Begeri Kedah 20-22 Jan 2014
- Seminar Isu-isu Keselamatan Makanan 2014 6-7 Jan 2014

Professional Courses (Research and Innovation)

- Bengkel Kumpulan Inovatif dan Kreatif (KIK) 9-10 Apr 2017
- Good Research Practice Course 13- 15 March 2017
- Bengkel Kualiti dan Inovasi, Jabatan Dietetik dan Sajian Negeri Kedah 2016 20-21 Sep 2016
- Bengkel Klinik Audit Peringkat Hospital Sultanah Bahiyah 5 Apr 2016 & 29 March 2015
- Kursus Penulisan Saintifik Peserta 2014 Sains Kesihatan Bersekutu KKM 25-27 March 2015
- Kursus Analisa Statistik Penyelidikan Sains Penyelidikan Sains Kesihatan Bersekutu KKM 29-2 Okt 2014
- Kursus Metodologi Penyelidikan (Kuantitatif) & Questionnaire Survey Sains Kesihatan Bersekutu KKM Bil 2/ 2014 19-22 Aug 2014
- Kursus Asas Metodologi Penyelidikan (Kualitatif) Sains Kesihatan Bersekutu Bil.1/ 2014 20-22 May 2014
- Seminar Penyelidikan Sains Kesihatan Bersekutu (Zon Utara) 2014 15-16 Apr 2014

- Bengkel Kumpulan Inovatif dan Kreatif (KIK) Hospital Sultanah Bahiyah 31 March- 2 Apr 2014

Related Courses

- Blue Ocean Strategy Online Training 8 – 10 June 2017
- Kursus Smart Integriti 2 May 2017
- Seminar “Less Salt, Please” KKM 19 Sep 2016
- Kursus Pengurusan Kewangan dan Teguran Audit KKM 17 Jul 2016
- Seminar Keluarga Bahagia, Pekerja Cemerlang 9 Nov 2015
- Taklimat Pemantapan Kerjaya Pegawai Makanan, Jabatan Dietetik dan Sajian, KKM 20-21 March 2015
- Kursus Pengurusan Perolehan dan Penstoran Perkhidmatan Dietetik dan Sajian Hospital KKM 17-19 Sep 2014
- Program Continuous Dietetic and Catering Education Peringkat Negeri Kedah 26 June 2014
- Bengkel Root Cause Analysis (RCA) Bil1/ 2014 19 June 2014
- Kursus Pengurusan Perolehan HSB 24 Apr 2014
- Seminar Akreditasi Peringkat Hospital Sultanah Bahiyah 4 March 2014

CONTRIBUTIONS/ INVOLVEMENTS IN RELATED FIELD

National Level

- Leader of Research, Innovation and Food Safety, Technical Committee Foodservice Officer and Assistant Officer, KKM (2015- Present October 2017)
- Exco Committee of Malaysian Association of Healthcare Foodservice 2016 - 2019
- BSKB Research Representative for Foodservice Officer and Assistant Officer (Healthcare) May 2014- December 2015
- Secretariat of National Healthcare Foodservice Day: Mini Conference and Exhibition 2017 3-4 Oct 2017

State Level

- Kedah HACCP Internal Auditor Team (Jan 2015- Present Oct 2017)
- Penyelaras Data Petunjuk Prestasi Utama Perkhidmatan Makanan Hospital KKM 2016 (Jan 2016 Present Oct 2017)
- Ketua Bidang Sains Kesihatan Bersekutu Peringkat Negeri Kedah, KKM (Jan 2016- Dec 2017)

Organization Level

- HACCP/ GMP Coordinator Hospital Sultanah Bahiyah, Alor Setar (Jan 2015 - Present Oct 2017)
- Penyelaras Latihan Jabatan Dietetik dan Sajian, Hospital Sultanah Bahiyah (Jan 2016- Present Oct 2017)
- Pengerusi Jawatankuasa Spesifikasi Teknikal bagi Tawaran Membekal Bahan Makanan Bhgn I – IV (2014)
- Pengerusi Jawatankuasa Spesifikasi Teknikal bagi Tawaran Membekal Bahan Makanan Bhgn I – IV (2016- May 2017)
- Penyelaras Data Petunjuk Prestasi Utama Perkhidmatan Makanan Hospital KKM 2012 (2012- 2013)

- AJK Pertandingan Wad Mesra Pelanggan, Star Rating dan Pengurusan Ubat-ubatan di Wad Hospital Sultanah Bahiyah 2014

Speaker/ Facilitator

- Fasilitator Bengkel Kualiti Perkhidmatan Makanan Hospital Kkm (KPI, NIA Dan Perbelanjaan Makanan) Peringkat Negeri Kedah 2017 10 Oct 2017
- Speaker of National Healthcare Foodservice Day: Mini Conference and Exhibition 2017 3-4 Oct 2017
- Fasilitator Bengkel Pembangunan Manual dan Dokumen Skim Pensijilan HACCP 2017 1-3 August 2017
- Penceramah Kursus Prinsip dan Perlaksanaan GMP/ HACCP JDS 2017 4 Apr 2017
- Penceramah Kursus Kesedaran HACCP Hospital Seberang Jaya, Pulau Pinang
- Fasilitator Bengkel Kualiti Perkhidmatan Makanan Hospital KKM (KPI, NIA dan Perbelanjaan Makanan) Peringkat Negeri Kedah 2016 6-7 Mac 2016
- Penceramah Kursus Penghidangan Diet di Wad Hospital Sultanah Bahiyah II 15 Feb 2016
- Fasilitator Bengkel Dokumentasi dan Pensijilan HACCP Unit Dietetik dan Sajian, Hospital Labuan
- Fasilitator Pemurnian Manual HACCP Dapur Hospital Negeri Pulau Pinang 2015 7-8 Dec 2015
- Penceramah Kursus HACCP Negeri Perak 2015 14 Aug 2015
- Penceramah Seminar Keselamatan Makanan 2014 18 Dec 2014
- Penceramah Kursus Sajian Berkualiti Bil1/ 2014 Peringkat Hospital Sultanah Bahiyah
- Penceramah Kursus Kemahiran Lanjutan Pembantu Perawatan Kesihatan HSB 2014 12 May 2014
- Penceramah (CNE) Hospital Sultanah Bahiyah 20 March 2014

SKILLS

- Computer: Microsoft Office (Word, Excel, Publisher, PowerPoint), SPSS, Adobe Photoshop
- Languages: Malay, English, French, Mandarin

AWARDS/ ACHIEVEMENTS

- Anugerah Perkhidmatan Cemerlang 2015
- Involvement in various research and innovation projects:

Year	Field	Title	Achievements
2014	KIK	Simply Diet Tagging	<ul style="list-style-type: none"> • Kedah KIK Convention (1st Place) • Participate in KKM KIK Convention
2014	Innovation	Easy Tea Strainer	<ul style="list-style-type: none"> • Participate in Kedah Quality Convention
2015	KIK	X-EP	<ul style="list-style-type: none"> • Kedah KIK Convention (1st Place) • Participate in KKM KIK Convention • Persidangan Perkhidmatan Dietetik & Sajian KKM kali ke 4 (Poster Presentation)
2015	Clinical	An Audit of	<ul style="list-style-type: none"> • Hospital Sultanah Bahiyah Clinical Audit

	Audit/ Healthy Setting	Patient Food Temperature	Competition 2015 (1 st Place in Mgt Category and Best Speaker)
			<ul style="list-style-type: none"> • Participate in Kedah Quality Convention • AHP Conference 2016 (Poster Presentation) • National Healthcare Foodservice Day: Mini Conference and Exhibition 2017)
2015	Research	Patients' Foodservice Satisfaction of KKM Hospital	<ul style="list-style-type: none"> • Participate in BSKB Research Day 2015 (Oral Presentation) • Persidangan Perkhidmatan Dietetik & Sajian KKM kali ke 4 (2nd Place in Oral Presentation)
2016	Clinical Audit	An Audit of Therapeutic Diet Accuracy in HSB II	<ul style="list-style-type: none"> • Hospital Sultanah Bahiyah Clinical Audit Competition 2016(1st Place in Management Category)
2015	Clinical Audit/ Healthy Setting	An Audit of Patient Food Temperature	<ul style="list-style-type: none"> • Hospital Sultanah Bahiyah Clinical Audit Competition 2015 (1st Place in Mgt Category and Best Speaker) • Participate in Kedah Quality Convention • AHP Conference 2016 (Poster Presentation) • National Healthcare Foodservice Day: Mini Conference and Exhibition 2017)
2017	Innovation	e-PaFS Diet (Online Patient Foodservice Satisfaction Survey)	<ul style="list-style-type: none"> • BSKB Innovation Day 2017 (2nd Place in Technology Category)
2017	Innovation	Knowing Diet as Simple as ABC	<ul style="list-style-type: none"> • BSKB Innovation Day 2017 (as Facilitator)
2017	Clinical Audit	An Audit of Vegetables Consumption among Patient in HSB Ward	<ul style="list-style-type: none"> • Hospital Sultanah Bahiyah Clinical Audit Competition 2017(3rd Place in Kategori Sokongan)