

Curriculum Vitae



Full Name : **AzlindaBinti Hamid**

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Date of birth : 29 June 1978

Nationality : Malaysian

Designation : Pegawai Sains Pemakanan

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Objective : To embrace and lead nutrition units to its next level through skillful management and by motivating, training and supporting the team to achieve higher standards of performance.

Academic Qualifications

- I. Bachelor of Science (Hons) in Nutrition and Community Health, Faculty of Medicine and Health Sceinces, University Putra Malaysia (Year 2002).
- II. Master in Medical Science in Human Nutrition with Specialization in Sports and Exercise Nutrition, Department of Human Nutrition, School of Medicine, University of Glasgow, Scotland (2010).

Career / Employment History

I. Pegawai Saingkut dan Latihan, Accounts Unit, Ministry of Foreign Affairs, Malaysia (2002).

Main responsibilities:

- To manage the receipts and payment process of staff salary and over time allowance.
- Supports accounting operations by filing documents; reconciling statements; running software programs used.
- Maintains accounting records by making copies; filing documents.
- Reconciles bank statements by comparing statements with general ledger.
- Maintains accounting databases by entering data into the computer; processing backups.
- Verifies financial reports by running performance analysis software program.
- Determines value of depreciable assets by running depreciation software program.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related results as needed.

II. Pegawai Sains (Zat Makanan), Nutrition Unit, State Health Department of Negeri Sembilan (2002 – 2006).

Main responsibilities:

- Planning, developing, implementing nutrition promotion program for state and district level including Community Healthy Kitchen Project, Trim & Fit Programmes at school, Promotion on Breastfeeding Programmes and Healthy Life Style Campaign.
- Monitoring and evaluating nutrition programs for state and district level.
- Conducting nutrition analysis for the community.
- As referral person and focal person in charge for nutrition intervention and advice inter/intra agencies/ departments for example in KEMAS food basket supply, Weight management programmes for health staff and staff from various department.
- Compiling nutrition monitoring report for the state level.
- Coordinate the Plan of Action for Nutrition in state level.
- Planning and coordinating nutrition research activities in state level.

- Planning and developing the human resources requirement for nutrition unit in state, districts and clinic level.

III. Assistant Director (Nutrition), Nutrition Section (Promotion), Family Health Division, Department of Public Health, Ministry of Health Malaysia (2006 – 2007).

Main responsibilities:

- As coordinator for Nutrition Information Centre.
- Be part of the technical working group for the Healthy Shopping Programmes.
- Developing educational materials on nutrition intervention and information.
- As technical person on nutrition aspect for Mass Media Campaign.
- Evaluating educational materials that's been developed before and after implementation.

IV. Pegawai Sains (Pemakanan) and Head of Nutrition Unit, Presint 9 Putrajaya Health Clinic (2007 – Now).

Main responsibilities:

- Developing/ Monitoring of Nutrition Programmes in clinic and districts Level.
- Coordinate the Plan of Action for Nutrition in clinic and also district level.
- Planning and coordinating nutrition research activities in clinic and also district level.
- Planning and developing the human resources requirement for nutrition unit in clinic and also district level.
- Planning and coordinating the implementation of nutrition promotion and intervention programmes in clinic and also districts level.
- Planning and developing the nutrition education materials for clinic, community and individual used.
- Promotion programmes and activities include Breastfeeding Promotion Programmes, Maternal and Child Health and Nutrition Programmes, Healthy eating programmes, Diet related disease activities, weight management programmes for school children and adolescent, weight management community and work place intervention activities.
- Developing, implementing and monitoring of Rehabilitation Programmes in clinic level including performing a one to one diet and nutrition counseling for referral patients in clinic.

- Planning and coordinating the implementation of food basket programmes for malnourished children in clinic level.
- Planning and coordinating the implementation of maternal and child health diet related problems e.g anemia in pregnancy, gestational diabetes mellitus and malnourished children or pregnant mother.

Achievements and Contributions:

1. Had awarded Anugerah Khidmat Cemerlang 2011.
2. Had awarded Hadiah Latihan dalam Perkhidmatan for further study in Master degree, 2008.
3. As panelist in Pakar Perkhidmatan “ask the expert” for MyHEALTH Portal, Ministry of Health Malaysia, 2013.
4. As writer for the Malaysian Dietary Guidelines For Children and Adolescent Nutrition, 2013.
5. Head of the QA group for 2013 and the team had involved in poster presentation (market place) in QA Convention in National Level, 2013.
6. Had presented more than 300 public talk in related various nutrition topics over 12 years of working experience.
7. Involvement in some research experience namely, School Based Survey 2012, Malaysian Adults Nutrition Survey 003 and 2014, Obesity Intervention Research Project MyBFF@School 2013-2015.
8. As writer in the developing of
9. Involvement as Head for Nutrition Unit in ISO members for Pejabat Kesihatan Putrajaya since 2009.
10. Members of MASO.
11. Members of Nutrition Society of Malaysia.
12. As an instructor and manager for Aerobic Team for Pejabat Kesihatan Putrajaya, 2009-2010.
13. Involvement in ASEAN Mental Health Campaign, 2014.
14. Involvement in many activities including opening ceremony for new clinic di Presint 11 by Health Minister of Malaysia (2011), Pusat Pemeriksaan Kesihatan Penjawat Awam and PUSPANITA Women Health Clinic by Chief Secretary to The Government of Malaysia, (2014).

Courses attended to improve and updates on skills and knowledge:

1. Attended Asia Pacific Conference for Clinical Nutrition 2004 in Kuala Lumpur.
2. Attended “Bengkel Pengurusan Strategik Aktiviti Pemakanan” , Institute for Health Management, 2005.
3. Attended Kursus Penulisan Surat Rasmi & Memo dan Tatabahasa, 2009.
4. Attended Workshop on “ Pengukuhan Keselamatan & Kualiti Makanan Ke Arah Putrajaya Bandaraya Contoh”, 2010.
5. Attended End User Combined Course on Growth Assessment and Infant Young Child Feeding Counselling by WHO, 2011.
6. Attended National Public Health Conference, Klana Resort, Seremban, 2011.
7. Attended 26th Scientific Conference Nutrition Society of Malaysia, 2011.
8. Attended Bengkel Gaya Penulisan Web Portal Mengenai Kesihatan, 2011.
9. Attended Conference on Non Communicable Disease, 2013.
10. Attended Training of Trainers for Bersih, Sihat Selamat Programme, 2013.
11. Attended Physical Fitness Instructor by Jump For Heart Health, 2014.
12. Attended Asia Pacific Conference for Clinical Nutrition 2015 in Kuala Lumpur.

Languages : Malay: Excellent written and oral skills
English: Good oral and written skills

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