

AMEZAN BIN MOHAMAD

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**PROFILE SUMMARY**

A zealous individual topped with high passion in education. Proven academic and curricular achievements, and possess the right technical and soft skills required to propel the organization in achieving its goals and objectives.

PERSONAL PARTICULARS

Age	: 28 years old	Date of Birth	: 31 May 1985
Nationality	: Malaysian	Gender	: Male
Marital Status	: Single	IC No.	: 850531-03-6565

ACADEMIC BACKGROUND & QUALIFICATION

2011-2013 **Master of Business Administration (Healthcare Management)**
International Business School
Universiti Teknologi Malaysia, City Campus, Kuala Lumpur
CGPA 3.69

Core Courses

- Action Research in Organization
- Management and Cost Accounting
- Health Informatics
- Healthcare Services Marketing
- IT Project Management
- Creativity and Innovation
- Organization Behavior and Development
- Health Economics and Financing
- Strategic Financial Management
- Human Resource Management
- Healthcare Business Supply Chain
- Strategic Healthcare Management and Planning
- Case Studies in Healthcare
- Technology Management and Innovation in Healthcare
- Negotiation Skill

2006- 2009

Bachelor of Health Administration (Hons)
Faculty of Office Management and Technology
Universiti Teknologi MARA Malaysia, Shah Alam
CGPA 3.56 (1st Class Degree)

Core Courses

- Health Informatics
- Healthcare Management Information System
- Health Economics
- Introduction to Healthcare Organizations
- Organizational Communication
- Medical and Health Terminology
- Financial Management for Health Professionals
- Medical Office Coding
- Management of Health Records
- Billing and Insurance
- Research Methods
- Human Resource in Health Administration
- Ethics, Laws and Issues in Health Administration

Minor: (Event Management)

- Introduction to Event Coordination
- Ethics, Protocol and Culture in Coordinating Event
- Budget and Cost Control in Event Coordination
- Public Relations for Event Coordination

Electives Courses

- Organizational Behavior
- Customer Service Principles
- Multimedia for Information Professional

University Courses

- Mandarin Language
- English Language - Writing for Specific Purposes
- Job Related Correspondence
- Ethnic Relations

2003 – 2006

Diploma in Culinary Arts
Faculty of Hotel and Tourism Management
Universiti Teknologi MARA Malaysia, Shah Alam
CGPA 3.51

Core Courses

- Restaurant Management
- Catering System Management
- Commercial Cooking
- Human Resource Management
- Food and Beverage Cost Control
- Basic Pastry and Western Cooking
- Art of Garde Manger (Cold Kitchen)
- Culinary Artistry
- Fundamental of Management
- English for MUET
- Hotel Accounting
- French Language
- Mandarin Language

1998 – 2002

Sijil Pelajaran Malaysia (SPM)/
Malaysian Certificate of Education (MCE)

School: Sekolah Menengah Kebangsaan Wakaf Bharu, Kelantan, Malaysia

Malay Language (2A), English Language (2A), Modern Mathematics (1A), Additional Mathematics (5C), Physics (2A), Chemistry (3B), Biology (3B), History (3B), Information Technology (6C) and Islamic Studies (1A).

Penilaian Menengah Rendah (PMR)/ Lower Secondary Assessment

School: Sekolah Menengah Kebangsaan Wakaf Bharu, Kelantan, Malaysia

Malay Language (A), English Language (B), Mathematics (A), Geography (B), Science (B), Integrated Living Skill (A), History (B), Islamic Studies (A).

CURRENT EMPLOYMENT

Date joined: **Universiti Malaysia Kelantan**
 May 2011 **Department of Hospitality and Tourism**
City Campus, Pengkalan Chepa
Locked Bag 36, 16100 Kota Bharu
Kelantan, Malaysia
www.umk.edu.my

Position: Tutor
 Area of teaching: Healthcare Management

EMPLOYMENT HISTORIES

Nov 2009-
 April 2011 **Masterskill College of Nursing and Allied Health**
Department of Biomedicine and Healthcare
 Position: Junior Lecturer

Actively involved in the Teaching and Learning process for program Diploma in Healthcare. The courses assigned to teach were:

- Management of Healthcare Inventory
- Medical Office Management
- Health Promotion
- Professional Development
- Healthcare Marketing

May 2009 –
 Oct 2009 **Malaysian Society for Engineering & Technology (mSET)**
 Position : Executive, IT and Marketing

- To coordinate and manage all information system of mSET and Federation of Engineering Institutions of Islamic Countries (FEIIC)
- To carry out journal management of International Journal of Engineering and Technology (IJET), record keeping and other administrative work related to mSET and FEIIC.
- To update and maintain website and server application of mSET and FEIIC.
- To prepare and design multimedia presentations, brochures, flyers or other materials assigned.
- To recruit mSET members through organizing events, briefings or participating in exhibition or other avenues.
- To develop advertising opportunities, which involves placing adverts in national and regional publications.
- Contributing to and developing long-term marketing plans and strategies.

Internship Training

Dec 2008 –
April 2009

Sri Kota Specialist Medical Centre, Klang.

- Duration: 5 months
- Attached to Marketing Department, which consists of 4 major divisions which includes
 - i) Direct Marketing
 - ii) Event Support and IT
 - iii) Project and Health Tourism
 - iv) Advertising and Corporate Affairs

Dec 2005 –
March 2006

Awana Kijal Golf, Beach and Spa Resort, Kemaman, Terengganu, Malaysia

- Duration: 4 ½ months
- Internship includes training in every kitchen outlet (7 Outlets) and in the procurement department.
- Kitchen outlets include Western, cold kitchen, Chinese, banquet/Malay, pastry, butchery and coffee house.

ADDITIONAL INFORMATION

ACADEMIC RESEARCH PROJECT

Master's Degree

Title : Health Literacy, Self-Efficacy And Health Information Understanding: Impacts on Health Related Decision Making (2013)
Supervisor : Dr. Nomahaza Mahadi
Grade : A+

Bachelor's Degree

Title : Job Satisfaction and Job Performance Among Nurses at Sri Kota Specialist Medical Center: A Study on the Relationship (2009)
Supervisor : Dr. Rohana Mat Som
Grade : A

CO-CURRICULAR ACTIVITIES / LEADERSHIP

- 2007 – 2008
- Organized and participated in academic trip to Putra Specialist Hospital Hospital, Malacca and Faculty of Office Management, UiTM Lendu, Malacca.
 - Organized a seminar for Health Economics subjects
 - Organized and participated in academic trip to Batu Pahat Hospital, Johor
 - Organized and participated in academic trip to Ulu Kinta Hospital, Perak
- 2004 – 2005
- Executive Committee Member**, Faculty of Hotel and Tourism Management Student Club (SHOCAM), UiTM Shah Alam, Selangor, Malaysia
- Committee Member**
Demonstrated leadership, teamwork and organisational skills by taking the lead in venue preparation, logistics, and planning and execution for pre-graduation ceremony and student induction course.
- 2004 – 2006
- Class Representative**, Diploma in Culinary Arts, UiTM Shah Alam, Selangor, Malaysia
- Elected for 3 consecutive semesters.
 - Responsible for planning and managing class activities.
- 2006
- Facilitator**, “Don’t Do Drugs” Programme organized at state level by Malaysian Ministry of Youth and Sport in collaboration with Ministry of Higher Education.
- 1998 – 2002
- Executive Council**, School Prefects Board, Sekolah Menengah Kebangsaan Wakaf Bharu, Kelantan, Malaysia
- President, English Language Society**, Sekolah Menengah Kebangsaan Wakaf Bharu, Kelantan, Malaysia
- Team Leader**, English Choral Speaking Competition organized by State Education Department, Kelantan

COMPUTER SKILLS

- Excellent command in Microsoft Office Package (Words, PowerPoint and Excel).
- Operating system: Having knowledge in doing computer set up and reboot for Windows XP
- Basic skills in Micromedia Director 8.5, SwishMax, Adobe Photoshop, Adobe Illustrator
- Basic skills in developing website using Xampp, Filezilla (FTP) and Adobe Dreamweaver.
- Excellent in using search engine such as Internet Explorer and Firefox Mozilla.

TECHNICAL SKILLS

Languages:	Proficiency (0 = Poor , 10 = Excellent)
• Bahasa Malaysia	Excellent in both speaking and writing
• English	Good in both speaking and writing
• Mandarin	Basic knowledge in both speaking and writing
• French	Basic knowledge in both speaking and writing

EDUCATION ACHIEVEMENTS / AWARDS

2011-2013	Received scholarship from Ministry of Higher Education for pursuing Master's Degree
2009	First Class Honor for Bachelor's Degree program
2008	Awarded with Professional Certificate of IT Infrastructure Library Foundation Course. (International Programme)
2003 – 2009	Awarded with 6 Dean's List Awards throughout Diploma and Bachelor's Degree academic years.

REFEREES

Name : Professor Dr. Mohamed Dahlan Ibrahim
 Designation : Dean,
 Faculty of Entrepreneurship and Business,
 Universiti Malaysia Kelantan, MALAYSIA
 Address : Faculty of Entrepreneurship and Business,
 Universiti Malaysia Kelantan,
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Name : Associate Professor Dr. Haslee Sharil Lim Abdullah
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 Address : Department of Educational Psychology and Counselling
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 University of Malaya,
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