

# CURRICULUM VITAE



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UTM International,  
Block S19,  
Universiti Teknologi Malaysia  
81310 UTM Skudai,  
Johor, Malaysia

Date of Birth: 26 March 1975

Birthplace: Seri Menanti Muar,  
Johor, Malaysia

Nationality: Malaysian

Marital Status: Married with 4  
children



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## ZANARIAH ARIPAN

Office Secretary to Associate Directors

### A: CAREER SUMMARY

Experienced and self-motivated Office Secretary with 13 + 14 years of experiences including private and public sector offices. Competent communicator skills with multitasking job such as managing offices, secretaries work (manage day-to-day operations by answering phones, sending emails, organizing meeting, and taking minutes for monthly unit meeting and important discussion, organizing files, preparing documents, and scheduling appointments), and responsible for maintaining the confidentiality of the documents.

Responsible for taking care of 2 Associate Directors and carrying out all the necessary requirements related to Associated Directors from time to time.

### **Other Portfolio at UTM International (2013 – 2017)**

Updating data and information, reviewing, and making corrections to draft documents of understanding and agreement before signature purposes. Manage the delivery of official letters for outbound courier purposes of each signed MOU by post. Preparing for all the papers to be presented in the University Board of Directors Meeting, which is checking the rules of the paper and preparing a checklist of important things that need to be prepared by each faculty.

### B: ACADEMIC QUALIFICATION

**Diploma In Secretarial Science, Universiti Teknologi MARA, Manjung Perak**  
(July 1993 – June 1996)

**Sekolah Menengah Dato' Abdul Rahman Andak, Simpang Renggam, Kluang Johor**

**Malaysia Certificate of Education (SPM) - 1992**

**Malaysia Lower Certificate of Education (SRP) - 1990**



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### **C: EMPLOYMENT HISTORY**

**Office Secretary to Associate Director at UTM International**  
**Universiti Teknologi Malaysia**  
14 October 2009 – Present

**Uni-Technologies Sdn. Bhd.**  
**(A wholly owned company of UTM)**

**Secretary to General Manager cum Administration Executive**  
01 January 2027 – 13 October 2009

**Manager (Rumah Universiti)**  
*01 July 2004 – 01 June 2005*  
Managing Rumah Universiti (University's Hotel) and responsible to administrative duties.

**Secretary to Chief Executive Officer**  
*14 January 1997 – 30 June 2004*

Managing the preparation of company profiles, company annual reports, company performance reports to Universiti Teknologi Malaysia, and manage the preparation and signing of company resolutions.

### **D: AWARD**

1. Loyalty Service Award  
Uni-Technologies Sdn. Bhd. (UTSB)  
23 December 2002
2. Contribution on Project Management for Government School of Malaysia – “Projek Perolehan Peralatan Ke Lapan Buah Institut Kemahiran Belia Negara Baru”  
Uni-Technologies Sdn. Bhd. (UTSB)
3. Anugerah Inovasi Naib Canselor Peringkat Antarabangsa - Asia Pacific for International Education (APAIE 2019) Conference & Exhibition  
- 2019
4. Excellent Service Award (Citra Karisma)  
Universiti Teknologi Malaysia (UTM)  
- 2020
5. Excellent Service Award (Majlis Pengiktirafan Staf)  
UTM International,  
Universiti Teknologi Malaysia  
- 2022  
- 2021  
- 2020



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#### **E: SKILLS**

MS-Powerpoint  
MS-Word  
MS-Excel  
Trenkas (60 w.p.m)  
Shorthand (60 w.p.m)  
Typing (60 w.p.m)

#### **F: REFERENCES**

1. Sir Dr. Nor Hafizi bin Md Lani  
Chief Executive Officer,  
Uni-Technologies Sdn. Bhd.  
Tel: 07-237 3490  
Mobile No.: 019-7258940
2. Prof. Dr. Ho Chin Siong  
Director of UTM Low Carbon Asia  
Universiti Teknologi Malaysia (UTM)  
Mobile No.: 019-7768823

**G: SHORTCOURSE ATTENDED:**

No.	Course	Date
1.	Kursus Local Area Network - Pusat Komputer, Universiti Teknologi Malaysia	21 September 1999
2.	Kursus MS-Powerpoint - Pusat Komputer, Universiti Teknologi Malaysia	16 – 17 Nov. 1999
3.	Kursus Bahasa Inggeris “Elementary English Grammar” - Dewan Al-Ghazali, PPIPS Universiti Teknologi Malaysia	23 – 24 October 2000
4.	Kursus Webmail - Pusat Komputer, Universiti Teknologi Malaysia	17 October 2001
5.	Kursus SPSS - Pusat Komputer, Universiti Teknologi Malaysia	25 – 26 July 2001
6.	<b>Women at Work – Changes and Challengers</b> - Persatuan Setiausaha (SETIA) UUM, The City Bayview Hotel, Langkawi	19-21 April 2001
7.	<b>Managing Thinking &amp; Creativity (Business Planning Workshop UTSB)</b> - Kreatif Logic, Micasa Hotel, JB	29-30 March 2002
8.	<b>Kursus Kepimpinan untuk Supervisor &amp; Teamleader</b> - Gemilang Trainers, Hyatt Regency, Johor Bahru	19 – 20 Sept. 2005
9.	<b>Essential Skills for Dynamic Supervisor</b> - Asian Executive Advancement Centre , The Legend Hotel, Kuala Lumpur	22 & 23 August 2006
10.	<b>ESQ Training Johor</b> - ESQ Leadership Centre, Royal Johor Country Club, Johor Bahru	22 – 24 February 2008
11.	<b>5S Housekeeping Untuk Pengurusan Tempat Kerja yang Berkesan (In-House Training)</b> - Elco Learning & Knowledge Centre, Johor Bahru	11 March 2008
12.	<b>Pentadbiran Pejabat &amp; Rekod Serta Pengendalian Mesyuarat Yang Efisyen</b> - Comfori, The Summit Hotel, Subang USJ	24 & 25 March 2008
13.	<b>Finance for Non-Finance Executives &amp; Managers</b> - Asian Executive Advancement Centre, The Legend Hotel Kuala Lumpur	25 – 26 Nov. 2008
14.	<b>Chinese Language Teaching Materials Training 2012, Hanban Institute of China, Universiti Malaya dan Pejabat Timbalan Menteri Pengajian Tinggi 1</b>	25 Sept – 1 Oct. 2012
15.	Seminar Kesedaran Keselamatan Kebakaran, JKP Bangunan SPS, Blok F54, UTM Johor Bahru	28 July 2012
16.	Seminar Kesedaran Terhadap Pencegahan Kebakaran Blok F54, SPS Blok F54, UTM Johor Bahru	23 February 2012

17.	Bertugas Rasmi Sempena <b>Majlis Perasmian Bangunan MJIT dan Majlis Menandatangani MOU Japanese Consortium University dengan UTM</b> - MJIT, UTM Kuala Lumpur	31 Mei - 1 Jun 2012
18.	Urusetia Program " <b>University Presidents Forum 2012</b> " - Puteri Pacific Hotel Johor Bahru	5 – 6 Mei 2012
19.	Bengkel Pembangunan Portal UTM Global Connect (UGC) - Bilik Mesyuarat, Pejabat Hal Ehwal Antarabangsa, UTM Johor Bahru	28 November 2012
20.	Seminar Kesedaran Terhadap Pencegahan Kebakaran Blok F54, UTM Johor Bahru - Dewan Pusat Pengajaran dan Pembelajaran (CTL), Blok F54, UTM Johor Bahru	23 Februari 2012
21.	Urusetia <b>Program "Global Initiatives Partnership Meeting 2012"</b> - Dewan Bankuet, UTM Johor Bahru	15 - 17 Julai 2012
22.	Bengkel Latihan Pengungsian Bangunan, Blok F54 - Bilik Kuliah 3, Aras 3, Sekolah Pengajian Siswazah, UTM Johor Bahru	19 December 2013
23.	Bengkel Pemurnian UTM International Strategic Planning - Bilik Canselor Dewan Sultan Iskandar, UTM Johor Bahru	31 October 2013
24.	Urusetia Bengkel UTM International Strategic Planning - Pulau Desaru Beach Resort & Spa, Bandar Penawar, Kota Tinggi Johor	21 – 22 September 2013
25.	Perlantikan sebagai Floor Monitor Pasukan Tindakan Kecemasan (ERT) Mengikut Zon - Pejabat Hal Ehwal Antarabangsa, UTM Johor Bahru	2013
26.	Kursus Pengurusan Dokumen Terperingkat - Dewan CTL, Blok N54, UTM Johor Bahru	1 Julai 2013
27.	Kursus Pembangunan Aplikasi Excel VBA Tahap 1 - Bilik Latihan 1, Unit Latihan ICT, Bahagian Pembangunan Modal Insan, Pusat Latihan UTM Skudai Johor	22 - 23 April 2013
28.	Kursus Persediaan Kemahiran Microsoft Office untuk Kenaikan Pangkat Setiausaha Pejabat N32 - Bilik Latihan 2 & 3, Unit Web dan Multimedia, Pusat Teknologi Maklumat dan Komunikasi (CICT), UTM Johor Bahru	3 – 5 Julai 2013
29.	Kursus Academic Computing System (UTMSHARE) - Bilik Latihan 1, Unit Latihan ICT, Pusat Latihan UTM Johor Bahru	23 September 2013
30.	Mesyuarat Jawatankuasa Keselamatan dan Kesihatan Pekerjaan (JKKP) Blok F54 bil. 4/2013 - Bilik Kuliah 3, Sekolah Pengajian Siswazah, UTM Johor Bahru	16 December 2013
31.	Urusetia Mesyuarat " <b>Asean Learning Network Council ke-14, Seminar SEED &amp; Lawatan Projek Keusahawanan Sosial</b> " - UTM Johor Bahru	7 – 10 Disember 2013
32.	Wacana Perkongsian Ilmu Bersama Timbalan Naib Canselor (Akademik & Antarabangsa) UTM - Dewan Bankuet, UTM Johor Bahru	17 May 2013
33.	Kursus ICT – Microsoft Excel (Beginner & Intermediate) - Bilik Latihan ICT 2, Pusat Latihan UTM, UTM Johor Bahru	11 – 12 Jun 2017

34.	Becoming a 360-Degree Secretary - Grand Margherita Hotel, Kucing, Sarawak	30 – 31 October 2017
35.	Secretariat for <b>UTM Global Day</b> - Universiti Teknologi Malaysia	19 – 20 December 2017
36.	Secretariat for UTM Study Abroad Fair 2017 - Dewan Bankuet, Universiti Teknologi Malaysia	14 – 15 February 2017
37.	Secretariat for Global Education: Exchange for Engineers and Entrepreneurs (Ge4) Annual Meeting 2017 - Dewan Bankuet, Universiti Teknologi Malaysia	15 – 17 February 2017
38.	Urusetia <b>Program 9<sup>th</sup>. University Presidents Forum (UPF) 2017</b> - UTM Johor Bahru	8 – 10 Ogos 2017
39.	Urusetia Program <b>1<sup>st</sup> ATU-Net Board Meeting</b> - Bilik Mesyuarat Lembaga Pengarah, Menara Razak, UTM Kuala Lumpur	16 – 17 Januari 2017
40.	Sekretariat bagi Program <b>4<sup>th</sup>. Board Meeting of Asia Technological University Network (ATU-NET)</b> - Universiti Tun Hussein Onn (UTHM), Johor	24 September 2018
41.	UTM International Strategic Planning Workshop - Universiti Teknologi Malaysia Kuala Lumpur	18 – 20 December 2018
42.	Seminar Setiausaha IR 4.0 - Dewan Teater 1 & 2, Institut Ibnu Sina, Blok N31, UTM Johor Bahru	10 April 2018
<b>43.</b>	International Women's Day - Dewan Astana, S01, Kolej Tuanku Canselor (KTC), UTM Johor Bahru	7 March 2019
44.	Kursus Speak Up Your Mind - Bilik Seminar 3, UTM Talent Transformation Centre (UTM TTC), UTM Johor Bahru	20 February 2019
45.	Jawatankuasa Key Events Bersempena Program <b>“Asia – Pacific Association for International Education Conference and Exhibition 2019 (APAIE 2019)”</b> - Kuala Lumpur Convention Centre (KLCC)	24 – 29 March 2019
46.	Kursus Balancing Your Life - Bilik Seminar 3, UTM Talent Transformation Centre (UTM TTC), UTM Johor Bahru	15 April 2019
47.	Bengkel Post-Mortem APAIE 2019, Revisit KAI UTM International 2019 dan Program Pengiktirafan Staf UTM International - Amverton Heritage Resort Ayer Keroh, Melaka	12 – 13 April 2019
48.	Program K-Sharing: Penyakit Mental: Peka atau Pekakkah Aku? - Bilik Seminar 3, Aras 4, Bangunan Perpustakaan Sultanah Zanariah, UTM Johor Bahru	10 Julai 2019
	<i>Will be continued</i>	