

# CURRICULUM VITAE

2000-2022



**ALAWIYAH BINTI TENGAH**

**LECTURER**

**DEPARTMENT OF ECONOMIC AND MANAGEMENT**

**FACULTY OF MANAGEMENT AND MUAMALAH**

**KOLEJ UNIVERSITI ISLAM ANTARABANGSA SELANGOR (KUIS)**

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**<https://scholar.google.com/citations?user=Zfr4-LqAAAAJ&hl=en>**

**[https://www.researchgate.net/profile/Alawiyah\\_Tengah](https://www.researchgate.net/profile/Alawiyah_Tengah)**

**Name: ALAWIYAH BINTI TENGAH**

Place of Birth: Terengganu  
Date of Birth: 07-08-1975  
Gender: Female  
Citizenship: Malaysian  
Position: Lecturer  
Marital Status: Married  
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**ACADEMIC QUALIFICATIONS**

Universiti Sains Islam Malaysia <b>Doctor of Philosophy Human Resources Management</b>	<b>2019 (In Progress)</b>
Kolej Universiti Islam Antarabangsa Selangor (KUIS) <b>Master in Business Administration (Muamalah)</b>	<b>2016</b>
Universiti Utara Malaysia (UUM) <b>Bachelor in Human Resources Management (Honours)</b>	<b>1999</b>
Universiti Sultan Zainal Abidin (UniSZA) <b>Diploma in Personnel Management</b>	<b>1996</b>

**AWARD**

Excellent Service Award, KUIS	2008
Loyal Service Award, KUIS (10 years' Service)	2011
Excellent Service Award, KUIS	2014
Gold Service Award, KUIS (15 years' Service)	2015

### ACADEMIC ADMINISTRATION AND TEACHING EXPERIENCES

**Head Department of Economics and Management (DEM)**  
**Faculty of Management and Muamalah**  
**Kolej Universiti Islam Antarabangsa Selangor** **2019- 2021**  
 [Monitor and administer lecturers, programs, and students under DEM]

**Lecturer**  
**Faculty of Management and Muamalah**  
**Kolej Universiti Islam Antarabangsa Selangor**  
**Specialization: Human Resource Management & Management** **2017-Current**  
 [Developed syllabus and overall course structure, and administered all grades.]

**Lecturer**  
**Business Management School**  
**Kolej Universiti Islam Antarabangsa Selangor**  
**Specialization: Human Resources Management** **2000-2002**  
 [Developed syllabus and overall course structure, and administered all grades.]

### EXPERTISE AND CONSULTATION

No.	Committee Name	Period	Status
1.	Committee of Curriculum (Program) Evaluation, KUIS.	2020 to present	<i>Committee</i>
2.	Internal Auditor for Quality Management System, KUIS.	2003 to present	<i>Internal Auditor</i>
3.	Committee of Quality and Accreditation, FPM, KUIS	2019-2021	<i>Head</i>
4.	Program: Bachelor of Management (Halal Industry) (Hons)	2020	<i>Head of Curriculum Review &amp; MQA02 Committee</i>
5.	Program: Bachelor of Syariah and Muamalat (Hons)	2020	<i>Internal Assessor (MQA02)</i>
6.	Outcomes Based Learning (OBE) Committee, KUIS	2019	<i>Committee</i>

## INDUSTRIAL EXPERIENCES

### **Kolej Universiti Islam Antarabangsa Selangor Practitioner**

**2002-2017**

Human Resources Management and Administration (9 years);  
Quality Assurance (8 years); and  
Academic Management (5 years)

1. **Head of Human Resources Management and Administration (2002-2010)**

**Grade:** N41 (Executive: 2002-2006),  
N44 (Senior Executive/Manager (\*promoted)): 2007-2010)

**Job Scope:** Developed policy of Human Resource Management of KUIS and other related policies such as training and development, disciplinary procedure and etc. Monitored manpower planning, recruitment and selection, staffing, payroll and benefits management, training and development, discipline, and employee relations. Provide and maintained transportation services, administration, and maintained Quality Management System (QMS) for KUIS (MS ISO 9001:2008).

2. **Acting Registrar (2009-2010)**

**Grade:** N48 (Acting Registrar)

**Job Scope:** Monitored Human Resources and Administration Department, Academic Management Department, Facility and Development Department, Center of Quality, and Security Unit.

3. **Head of Quality Assurance Department (2010-2013)**

**Grade:** N44 (Senior Assistant Registrar)

**Job Scope:** Developed quality assurance policy and procedures, and academic policy of KUIS. Monitored program accreditation process, certification Quality Management System (MS ISO 9001:2008). Secretariat for SETARA Audit, Institutional Audit, Programs Accreditation Audit, MOHE Compliance and QMS (MS ISO) Certification Audit.

4. **Head of Academic Management Department (2013-2017)**

**Grade:** N44 (Senior Assistant Registrar: 2013-2014),  
N48 (Deputy Registrar (\*promoted)): 2015-2017)

**Job Scope:** Reviewed and enforced Academic Rules and Regulations of KUIS. Developed Quality Assurance policy and procedures and curriculum

designed. Monitored student admission, student management, and record, timetable management, and examination and graduation process.

The monitored program accreditation process, certification quality management system (MS ISO 9001:2008). Secretariat: Strategic Plan of KUIS, SETARA Audit, Institutional Audit, Program Accreditation Audit, MOHE Compliance Audit, and QMS (MS ISO) Certification Audit.

### **RESEARCH AND PUBLICATION**

International Conference of Management and Muamalah (ICOMM 2018) 2018  
 Proceeding: *Job Satisfaction in Private Higher Education Institution and Its Relationship to The Organizational Commitment: An Overview in KUIS (First Author)*

<http://conference.kuis.edu.my/icomm/5th/images/e-proceeding/IC-033.pdf>

International Conference of Management and Muamalah (ICOMM 2018) 2018  
 Proceeding: *Use of Whatapp as a Formal Communication Channel in Organization: A Preliminary Review. (Second Author)*

Persidangan Antarabangsa Sains Sosial dan Kemanusiaan (PASAK 2019) 2019  
 Proceeding: *The Relationship Between Islamic Leadership Practice and Organizational Commitment: The Study in Private Higher Education Institution in Selangor. (Second Author)*

[http://conference.kuis.edu.my/pasak4/images/kk/politik/093-KK\\_MD\\_FADZLU\\_IILAH\\_I ETAL.pdf](http://conference.kuis.edu.my/pasak4/images/kk/politik/093-KK_MD_FADZLU_IILAH_I ETAL.pdf)

International Conference of Management and Muamalah (ICOMM 2019) 2019  
 Proceeding: *The Relationship Between Management Practice and Occupational Safety and Health Compliance: The Study in Fire Station in Selangor and Negeri Sembilan. (Second Author)*

<http://conference.kuis.edu.my/icomm/6th/images/e-proceedings/ICD13.pdf>

International Conference of Management and Muamalah (ICOMM 2021) 2021  
 Proceeding: *Lecturer's Performance Appraisal System: Teaching and Learning Observation Evaluation (First Author)*

<http://conference.kuis.edu.my/icomm/8th/images/021-014.pdf>

- International Conference of Management and Muamalah (ICOMM 2021)  
 Proceeding: *Students' Evaluation Towards Teaching Quality: Student's Feedback In an Institution of Higher Education.* 2021  
 (Second Author)  
<http://conference.kuis.edu.my/icomm/8th/images/021-013.pdf>
- Certificate of Mosque Management, ITQAN, Jabatan Agama Islam Selangor (JAIS).  
 Modul: *Human Resource Management.* 2021  
 (Author)
- Research and Innovation Grant, KUIS  
 Research: *The Mediating Role of Work Engagement on the Effect of HRM Practices and Academician Performance.*  
 (Chief Researcher) 2020-2021

### **SUMMARY OF TEACHING AND SUPERVISION**

#### **1. Teaching**

MDHR 3063 Malaysian Industrial Relations  
 MBHP 3093 Workplace Labor Relations  
 MBHP 2033 Staffing  
 MDHR 3053 Training and Development  
 MDHR 2033 Recruitment and Selection  
 MBHP 3113 Business Ethics  
 MDHR 2023 Human Resources Management  
 MDHR 1013 Organizational Behavior  
 MBHP 3073 Performance Management  
 MBHP 3103 Managing Occupational Safety and Health

#### **2. Supervisory**

##### **Degree (Supervisor)**

Status	Student Number
Completed	Session II 2018/2019: 2 Students Session I 2019/2020: 1 Student Session II 2019/2020: 3 Students Session I 2020/2021: 1 Student Session II 2020/2021: 2 Student Session I 2021/2022: 1 Student
In Progress	Session II 2021/2022: 2 Students

**Master (Co-Supervisor)**

Status	Student Number
In Progress	Session 1 2021/2022: 2 Students

**Teaching**

Semester	Course	Level
Session II 2017/2018 2017/2018	MDHR 1013 Organizational Behavior MBHP 3113 Business Ethics	Diploma Degree
Session I 2018/2019 2018/2019	MDHR 2023 Human Resources Management MDHR 1013 Organizational Behavior MBHP 2033 Staffing	Diploma Diploma Degree
Session II 2018/2019 Pilih sesi.	MDHR Recruitment and Selection MBHP 2033 Staffing	Diploma Degree
Session I 2019/2020 Pilih sesi.	MBHP 3093 Workplace Labor Relations MDHR 3053 Training and Development MBHP 3113 Business Ethics	Degree Diploma Degree
Session II 2019/2020 Pilih sesi.	MBHP 3093 Workplace Labor Relations MDHR 3063 Malaysian Industrial Relations	Degree Diploma
Session I 2020/2021	MBHP 3093 Workplace Labor Relations MBHP 3073 Performance Management	Degree Degree
Session II 2020/2021	MBHP 3093 Workplace Labor Relations MDHR 1013 Organizational Behaviour	Degree Diploma
Session I 2021/2022	MBHP 3093 Workplace Labor Relations MBHP3103 Managing Occupational Safety and Health	Degree Degree
Session II 2021/2022	MBHP 3093 Workplace Labor Relations MBHP 2033 Staffing	Degree Degree
Session 1 2022/2023	MMMH 6020 Human Resource Management	Master

**REFEREE**

1. Dr. Normazaini binti Saleh  
Senior Lecturer,  
Faculty of Management and Muamalah (FPM),  
Kolej Universiti Islam Antarabangsa Selangor.  
Email: [normazaini@kuis.edu.my](mailto:normazaini@kuis.edu.my)
2. Dr. Suhaila binti Nadzri  
Head of Economic and Management Department  
Faculty of Management and Muamalah (FPM),  
Kolej Universiti Islam Antarabangsa Selangor.  
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