

## RESUME

### SUZAIRA BT BAKAR

**Permanent Address:**

716, Jalan Hospital,  
Kampung Pondok,  
01000 Kangar,  
Perlis Indera Kayangan

**Current Address:**

F 8-12, Kondominium Pelangi Heights 2,  
Jalan Ungu/KU1, Bukit Kuda,  
41300, Klang, Selangor

Phone (Mobile) : +6011-23768169  
Office : +603-55444590  
e-mail : [suzaira77@gmail.com](mailto:suzaira77@gmail.com)

### PERSONAL DETAILS

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Identification Number : 831220 – 09 - 5054  
Nationality : Malaysian  
Race : Malay  
Religion : Islam  
Age : 34  
Gender : Female  
Status : Married  
Date of birth : 20 December 1983  
Place of birth : Kangar, Perlis  
Health : Excellent  
Language Proficiency : Bahasa Malaysia and English

Hobbies : Adventure activities, reading and traveling.

Personality : Ability to perform office tasks and interact effectively using excellent written and oral communication skills. Strong analytical mind, result oriented, hardworking and self-motivated. Be able to actively interact with all levels of people and good leadership and interpersonal skills.

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### EDUCATION BACKGROUND

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Dec 2005 - Dec 2006	UNIVERSITI KEBANGSAAN MALAYSIA Master of Science (Food Science) CGPA 3.48
May 2002 - March 2005	UNIVERSITI MALAYSIA TERENGGANU (UMT) BSc (Hons) Food Science (Food Service & Nutrition) CGPA 3.47
May 2001 – March 2002	KOLEJ TERAS TIMUR (KTT), TERENGGANU Matriculation MoE

CGPA 3.38

1996 – 2000	Sek. Men. Keb. Derma, Perlis (Secondary) Form 1- 5
1990 – 1995	Sek. Ren. Keb. Putra, Perlis (Primary) UPSR Standard 1 - 6

### RESEARCH PAPER (THESIS)

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Degree Thesis: **"The Antibacterial Characteristics of Honey and Nigella Sativa (Black Seed) and its Effect Towards Human Immune System (IgG)"**. – Supervised by Miss Hayati Mohd. Yusof, 2005.

Master Thesis: **"Determination of a total protein, soluble protein and insoluble protein content in fish, chicken, cow and lamb muscle"**. - Supervised by Prof Abdul Salam Babji, 2006.

Phd Thesis: **"Synthesis and characterisation of Carboxymethyl Cellulose (CMC) from wheat bran and its application as PET/PE/CMC film"**

### CURRICULAR ACTIVITIES

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- Coordinator for Practical Training B. Sc. Food Science & Technology, University Technology MARA (UiTM) Shah Alam (2011 – 2013)
- Secretary for Center of Excellent, Food Research & Halal Product, UiTM Shah Alam (2010 – Present)
- Committee members of Association of Academic Mission, UiTM Shah Alam (2010 – present)
- Committee members of Association of Student & Alumni Affairs, UiTM Shah Alam (2010 – present)
- Committee members for HACCP Plan development, Cadbury Confectionary (M) Sdn. Bhd (2007 - 2008)
- Represented UMT for the poster competition in Malaysia Institute Food Technology seminar, Universiti Sains Malaysia (Julai 2005)
- Member of Golden key Honour Society, UMT (2002-2005)
- Member of UMT Food Science Club (2002-2005)
- Participate in seminar of Product Development of Food Science, Uitm Shah Alam. (September, 2004)
- Member of UMT Teakwando Club (2002-2003)
- Committee of Environmental Club, Sekolah Menengah Derma (1999-2000)
- Member of Islamic Society (1999-2000)
- President of English Language Society (1994-1995)
- School representative in athletic and musical (1994-1995)

### SEMINAR & WORKSHOP

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- Doctoral Accomplishment Strategy, ILQAM, UiTM – October 2012
- Academic Writing, ILQAM, UiTM - September 2012
- MSc Food Science & Technology Workshop, UiTM -
- Basic Teaching & Learning, ILQAM, UiTM – 2011
- Academic Conference, UiTM Shah Alam – 2011
- Perkin Almer, Sunway Lagoon Resort & Spa – 2011
- Ph.D Research Methodology, ILQAM – October 2011
- World Research Halal Summit, KLCC – April 2011 & 2012
- National Council Of Professors Symposium, Pencipta 2011, KLCC

### AWARDS

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## COMPUTER SKILLS

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Languages and Software

Microsoft Office: Word, Excel, Power Point, Adobe Acrobat, and Adobe PageMaker

## PRACTICAL TRAINING

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- COMPANY** : 1 Jabatan Sajian dan Dietetik,  
Hospital Kangar,  
01000, Kangar,  
Perlis.  
Practical training on a receiving and weighing of raw material from supplier. Involved in record keeping, sensory evaluation of patient's food and involved in preparing foods with right menus and patient's diet.
- 2 Jabatan Kesihatan Negeri Perlis,  
Bangunan Persekutuan,  
01000, Kangar,  
Perlis.  
Collected a 24 hours diet keeping record from a patient and conducted a small research towards diet intake.
- 3 Makmal Kawalan Mutu Makanan,  
Jalan Hospital,  
01000, Kangar,  
Perlis.  
Training on microbiological analysis such as to detect pathogen and microbes that caused food poisoning. Training on chemical analysis such as sulfur dioxide content in food and pesticides from the sample that has been taken.
- DURATION** : From March 2004 until May 2004

## WORKING EXPERIENCE

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- ✓ HPA INDUSTRIES  
Blok BI & Blok B2,  
Bangunan Bank Pembangunan,  
01000 Kuala Perlis,  
Kangar.  
(Mei 2005 – Nov 2005)  
Duration : 6 months  
Job position : Research Assistant  
Responsibility : Prepared documentation for ISO 9001 that includes Standard Operation Procedures (SOP), Working Instruction (WI) and other document. Involved in ISO 9001 training. Prepared documentation for Hazard Analysis Critical Control Point (HACCP) that includes HACCP manual, Standard Operation Procedures (SOP), Working Instruction (WI), Pre-Requisite Program (PRP), raw material specification, formulation of food products. Also involved in Good Manufacturing Practices (GMP).
  
- ✓ Cadbury Confectionary (M) Sdn. Bhd.  
Persiaran Raja Muda, Seksyen 16,  
P.O. Box 7043, 40700 Shah Alam,,  
Selangor.  
(Mac 2007 – July 2008)  
Duration : 1 year and 4 months

Job position : Team Leader

Responsibility : Responsible in make sure that delivery plan is achieved while maintaining the quality of the products. Ensure that operator's safety is good as to decrease the accident in the factory and comply HACCP and GMP standard. Work out in Small Group Activity (SGA) to improve line with new ideas. Experienced in product making such as in Choclairs, Zip, Panned products and manage festive session very well.

✓ Universiti Teknologi Mara (UiTM)

Faculty of Applied Sciences,

40450, Shah Alam,

Selangor.

(August 2008 – present)

Duration : 10 years and 2 months

Job position : Lecturer

Responsibility : Teaching in food technology subjects such as Food Quality System and Assurance (FST 602), Food Packaging Technology (FST648), Food Preservation (FST 554), Food and Human Nutrition (FST 501), Basic Nutrition (FST 307) and Unit Operation (FST 259). Coordinator for practical training, Bachelor of Food Science and Technology (AS226) and Malaysia-Indonesia-Thailand student exchange. Have an experienced in instructing Food Packaging (FST648), Sensory Evaluation (FST658), Food Product Manufacturing (FST538), Chemical Analysis laboratory (FST 556), Food Preservation (FST554) laboratory works. Supervising final year project students, conducting a research as well as other job related to the position.