

NOR HASRINA BINTI MOHAMAD@SULAIMAN

E-mail: hasrina@ic.utm.my/hasrina.sulaiman@gmail.com

CAREER OBJECTIVE

My passion is to build on my extensive range of counseling/consulting/management or teaching skills within a suitably challenging role. I am keen to achieve further professional development regardless of opportunity that can help to develop my understanding in corporate/ government sector.

CAREER AMBITION

To become a professional and competent employee/counselor that will enable me to use my strong organizational skills, educational background and ability to work well with people.

EDUCATION BACKGROUND

- Bachelor of Education (Hons) - Major in Guidance and Counseling International Islamic University Malaysia, Gombak.(2007-2011)
- Higher National Diploma (Business Information Technology) Mara Professional College, Beranang Selangor (2002-2005)
- Sekolah Menengah Kebangsaan Agama Segamat, Johor. -Sijil Pelajaran Malaysia (SPM)



PERSONAL PROFILE

DATE OF BIRTH : 29th June 1984

AGE : 29

STATUS : SINGLE

RACE : MALAY

NATIONALITY : MALAYSIAN

PERSONALITY:

1. Self-Discipline
2. Excellence
3. Professionalism
4. Active Learning
5. Teamwork

STRENGTHS:

1. Positive Attitude
2. Fast learner
3. Goal oriented
4. Sociable
5. Persistence
6. Problem solver

DEVELOPMENT / TRAINING	
Date	Details
2 nd May 2010 – 30 th Jun 2010	<p>Practicum as a counselor at secondary school. 2 month practicum counselor at Sekolah Berasrama Penuh Integrasi, Gombak, Selangor. This practicum was held as a preparation before my internship. The new things and experiences during this practicum :</p> <ol style="list-style-type: none"> 1. How to handle the students 2. Facing a real world in counseling field 3. Doing the school program proposal 4. Make some activities for students 5. Experience with students in class during the class relief 6. Interpersonal communication skill 7. Time management <p>Practical counselor at SMK Taman Selayang for 3 month. This internship as one of the university requirement for graduation. From this internship, I got lots experiences there and got a good cooperation from school community. The experiences such as :</p> <ol style="list-style-type: none"> 1. Interpersonal Communication 2. Office Management 3. Presentation Skills 4. Project Planning 5. Time Management 6. Problem Solving 7. Personal Grooming 8. Team Building 9. Enhancement Employability
25 th July 2011 – 28 th October 2011	<p>Neuro Dramatic Play Workshop, SOAS, University of London & IIUM.</p> <p>This 3 days program in Neuro Dramatic Drama provides me an introduction to an attachment based training for people working with troubled children and youth. I gained basic play skills for working with children who have suffered trauma and abuse and teenagers with challenging behavior. This approach is based on new research in neuroscience and an understanding of brain function, as well as a developmental play methodology. Also, this workshop provides me with the knowledge of sensory integration, attachment application, diverse creative skills and rhythmic dramatic play.</p>
21 -23 April 2013 Dr. Sue Jennings PhD)	<p>Workshop on How to Build Games (Akademi Sinergi & UPM)</p> <p>This 1 day program exposed the ideal knowledge to me on building games and creative activities and how to structure them. The activities and games in this workshop is seen as a medium that can deliver lessons in learning and teaching or program effectively. The activities that have been carried out is introduction and ice breaking techniques, a game to test your mind and team, how to build a module that creative and innovative games.</p>

RELEVANT COURSE
<ul style="list-style-type: none"> • Historical and Philosophical Foundations of Malaysian Education • Educational Psychological • The Organizational of the School Co-Curriculum • Introduction to School Counseling • Theories of Guidance & Counseling • Counseling Lab 1 & 2 • Understanding students with special education needs • Moral Development from the Sociological Perspective • Career development • Ethics in counseling • Guidance & Counseling Program Planning and Evaluation • Seminar in Counseling: Professional and Human Development • Contemporary moral issues • Research methods in counseling • Action research in counseling • Islamic worldview • Islam, knowledge& civilization • Methods in teaching moral education 1&2 • Mental Health • Substance Abused • Mosque management 1 • Social Service 2

CAREER SUMMARY		
YEAR	JOB TITLE	COMPANY NAME
Jan 2012	Student Assistantship Program (Program Administrator)	Student Learning Enhancement Unit, IIUM
Feb 2012	Coordinator/ Research Assistant(Assistant Manager) for Finishing School Program 2 2,2012 Documentation	Institute of Education, IIUM
June 2012- March 2013	Assistant Lecturer, FOSEE	Multimedia University Cyberjaya
April 2013- present	Psychology Officer	Universiti Teknologi Malaysia

ACTIVITIES ON COMMUNITY SERVICE AND ORGANIZATION WELFARE:

1. Participant of Seminar Bina Ummah, Yayasan Dakwah Islamiah, 2005, KPM.
2. Head Naqibah of At-Tadarus Quran Lil Banat Program, 2005, KPM.
3. Participant of "Kursus Surat-Menyurat & Minit Mesyuarat, 2006, UTEM.
4. Participant of Microsoft Excel Advanced, Computer Center, 2007, UTEM.
5. Participant of Keselamatan Pengguna, 2007, UTEM.
6. Participant of Induction Course, 2007, UTEM.
7. Participant of Mesyuarat Kerja Penyediaan Data Asas Aplikasi HRMIS, 2007, Ministry of Higher Education.
8. Participant of Kursus Jati diri Dan Seminar Biro Tatanegara, 2008 IIUM.
9. Participant of Bengkel Pengujian Psikologi Dalam Kaunseling, 2008 IIUM.
10. Participant of Konvokesyen Perkama Kali Ke-14, Persatuan Kaunseling Malaysia, 2009, IIUM.
11. Fasilitator "A Day with Community of Pertubuhan Anak Yatim dan Miskin Baitul Saidati Khadijah", 2009, Mahallah Aminah, IIUM.
12. Fasilitator "Program Pelajar Cemerlang-1", INSTED, 2009, IIUM.
13. Fasilitator "Program Pelajar Cemerlang-2", INSTED, 2009, IIUM.
14. Participant of Seminar on Understanding Adolescents, Persatuan Kaunseling Malaysia, 2010, IIUM.
15. Head of Public Relation Committee of Seminar Counseling In Malaysia, Persatuan Kaunseling Malaysia, 2010 IIUM.
16. Participant of Workshop on Play Therapy for High Risk Youth, Persatuan Kaunseling Malaysia, 2011, IIUM.
17. Secretary of Serviced Learning Program, INSTED, 2011, IIUM.
18. Program Manager of Program Pecutan Akhir dan Bengkel PMR 2011 SMK Taman Selayang, 2011 IIUM.
19. Program Manager 1 of Finishing School Program 2, 2012, IIUM.
20. Career Counselor of Finishing School Program 2, 2012, IIUM.
21. Participant of Finishing School Program 2, 2012, IIUM.
22. Facilitator of IIUM Interactive Session with Students Leaders, 27th Feb 2012, SLEU IIUM.
23. Career Counselor, Al Falah SLEU Career Clinic, IIUM, 13th April 2012
24. Career Counselor, Edu Fest 2012, INSTED, IIUM, 16th-20th April 2012
25. Counselor, Support Group for 1st year and Final Year Students of INSTED IIUM, Edu Fest, 16th-20th April 2012.
26. Support Group for 1st year and Final Year Students of INSTED IIUM, Edu Fest, 16th-20th April 2012.

27. Counselor, Spouse
Communication Support
Group 1 & 2, UTM, 8-10 May
2013 & 14 June 2013

28. Counselor, University
Adjustment, 1st Year Diploma
students intake 2013/2014,
UTM, 3rd July 2013.