

# FAZILLAH SULAIMAN

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Home address: 8120 Batu 4 ½ Permatang Pasir Alai, 75460 Melaka



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## OBJECTIVE

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My PhD together with the skills and knowledge that I have acquired over the years in the teaching of English, I am now very confident to take on a new challenge to teach English to the university students and bring upon enhancement to the various techniques and approach in teaching English in the faculty for the benefit of the students and the university.

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## EXPERIENCE

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### INTERNATIONAL ISLAMIC SCHOOL MALAYSIA (PRIMARY)

**Period** : 23<sup>rd</sup> January 2007 – Present

**Position** : **Head of Department Languages and Humanities and Grade 6  
Cambridge Primary Checkpoint English Language Teacher**

- Head of Department Languages and Humanities (2014/2015, 2015/2016, 2016/2017, 2017/2018)
- Grade 6 English Cambridge Primary Checkpoint teacher (2014/2015, 2015/2016, 2016/2017, 2017/2018)
- Sports Day House Master 2017/2018 (Green House)
- Grade 3, 4 and 5 English teacher (2007/2008, 2009/2010, 2010/2011, 2011/2012, 2013/2014)
- Director for English Language Day (2014/2015, 2015/2016, 2016/2017, 2017/2018)
- Attended course on Strategic Planning for School Management (10<sup>th</sup>-11<sup>th</sup> October 2017)

- Registration Assistant Leader, Blue Team Family Fun Day and Annual Dinner (22<sup>nd</sup> -24<sup>th</sup> September 2017)
- Director for Graduation Day (2014/2015)
- Attended Upgrading of Teaching Skills Course (2014, 2015, 2016, 2017)
- Attended Cambridge Primary Checkpoint Teacher's workshop (8<sup>th</sup> April 2013)
- Attended Internal Audit Training MS ISO 9001:2008 (27<sup>th</sup> August 2015)
- Attended a course on Positive Work Attitude (Level 1) (5<sup>th</sup> -6<sup>th</sup> April 2008)
- Attended a course on Assessment in the Classroom (2<sup>nd</sup> -3<sup>rd</sup> July 2006)
- Committee Members for Cambridge Primary Checkpoint Camp (2014/2015, 2015/2016, 2016/2017, 2017/2018)
- Committee Members for Academic Exhibition and Art Festival (2014/2015)
- Committee Members for IISM (P) Annual Sport Day (Since 2007)
- Assistant Director for Graduation and Prize Giving Ceremony (2013/2014)
- Homeroom teacher (2007/2008, 2008/2009, 2009/2010, 2010/2011, 2011/2012, 2012/2013, 2013/2014)

### **INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA OFFICE OF THE DEPUTY**

#### **RECTOR (ACADEMIC AND RESEARCH)**

**Period** : 9<sup>th</sup> August -2<sup>nd</sup> September 2007

**Position** : **Part-time Assistant**

- Assisting the office in the convocation matters
- Other related duties assigned

### **INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA STUDENT LEARNING**

#### **ENHANCEMENT UNIT (SLEU)**

**Period** : 12<sup>th</sup> December 2006-20<sup>th</sup> March 2007

**Position** : **Language Coach**

- Language coach for any level of English language competency
- Help and guide all students assigned in studying their subject discipline

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## EDUCATION

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|                      |   |
|----------------------|---|
| Qualification        | PhD in English Language Studies   |
| Institute/University | International Islamic University Malaysia   |
| Grade                | CGPA – 3.291  |
| Graduation Date      | 5 <sup>th</sup> October 2018  |
| Thesis Title         | IIUM Lecturers' Perceptions Towards Students' Writing Ability                       |
| Qualification        | Master in Teaching English as a Second Language                                     |
| Institute/University | International Islamic University Malaysia   |
| Grade                | CGPA – 3.466  |
| Graduation Date      | 23 <sup>rd</sup> August 2008  |
| Thesis Title         | Factors Affecting Performance in a Computer-Based Online Reading Comprehension Test |
| Qualification        | Bachelor of English Language and Literature   |
| Institute/University | International Islamic University Malaysia   |
| Grade                | CGPA – 2.713  |
| Graduation Date      | 20 <sup>th</sup> August 2005  |

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## SKILLS

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- Well versed in computer programs such Microsoft Windows, Microsoft Excel and Microsoft PowerPoint– 2003, 2007, 2010
- High proficiency in written and spoken English
- Proficient in Bahasa Malaysia.
- Good communicating skills, experienced in emceeing.
- Leadership and organizing skills, experienced in conducting event.

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## EXTRA-CURRICULAR ACTIVITIES

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- Head Judge for Pertandingan Membaca Cepat Bahasa Inggeris Peringkat Sekolah Rendah (Tahap 2) anjuran Perpustakaan Hipermedia, Aras 2, Bahagian Kanak-Kanak Kompleks 3c (5<sup>th</sup> April 2014)

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## PERSONALITY & TRAITS

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- Easy to get along with, cheerful and a team player.
- Versatile, a fast learner, and easy at adapting to a new environment.
- Responsible, hardworking, honest, dedicated to jobs, able to work independently with minimum supervision.
- Enjoy teaching and reading.
- Full Malaysian driving license.

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## REFERENCES

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|          |                     |
|----------|---------------------|
| Name     | Prof Isarji Sarudin |
| Position | Deputy Rector IIUM  |
| Relation | PhD Supervisor      |
| Contact  | 03-61964018/4015    |

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|----------|--------------------------|
| Name     | Dr Ainol Madziah Zubairi |
| Position | IIUM Lecturer            |
| Relation | Master Supervisor        |
| Contact  | 0122658816               |

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| Name     | Siti Aisyah Ibrahim                        |
| Position | Teacher                                    |
| Relation | Head of Department Science and Mathematics |
| Contact  | 0126600342                                 |