

# NOR HEIDEIRA BT TERJUDIN



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## PROFILE

A qualified facilitator in coordinating various standard development studies, focusing on halal talents empowerment and backed by strong procedural management skill set acquired through 6 years' experience in a government agency. Always looking forward for opportunities in diversified environments for career development.

## SKILLS

- Project Management
- Stakeholder Management
- Critical Thinking
- Business Engagement
- Microsoft Office

## CERTIFICATE

- Certified facilitator (DESCUM) for standard development by MoHR

## LANGUAGE

- Bahasa Malaysia (Writing & Speaking)
- English (Writing & Speaking)

## TRAINING

- Business Administration English
- Development of Standard Operating Procedure and Policies
- *Kursus Kemahiran Fasilitator NOSS*
- *Kursus Pembangunan NOSS (DESCUM)*
- *Kursus Pembangunan Bahan Pengajaran Bertulis (WIM)*

## EDUCATION

### BACHELOR OF BIO.MEDICAL SCIENCE (HONS)

Major: Clinical Pharmaceutical Research

International Islamic University Malaysia (IIUM)

Dec 2010 - Feb 2015

### BIOLOGICAL SCIENCE PROGRAMME

Centre for Foundation Studies (CFS), IIUM

May 2009 - Nov 2010

## EXPERIENCE

### TALENT DEVELOPMENT EXECUTIVE

Halal Development Corporation | Apr 2016-Present

#### Key Task:

- Communicate and liaise with agencies, industries, government sectors, external parties for cross-functional relationships that related with human capital development projects.
- Coordinate overall operations including designing, planning, implementations, monitoring and reporting of the TVET and Industry Lead Body projects.
- Develop detailed project plan i.e., project paper, project objectives and scopes, budget and maintain documentation.
- Coordinate internal and external resources in planning and projects execution.

#### Major Accomplishment:

- Developed Occupational Framework for Halal Industry.
- Developed Competency Standard: National Skill Occupational Skill Standard (NOSS) for Halal Industry:
  - Halal Poltry Slaughtering (Level 2,3,4 &5) | 2016
  - Halal Logistics Practices | 2017
  - Halal Executive (Level 3,4 &5) | 2020
  - Halal Audit (Level 4 & 5) | 2022
- Developed Training Module and Guideline (Written Instructional Material) for Halal Executive Profession.
- Key Officer in facilitating 300 Halal skilled worker accreditation via Sijil Kemahiran Malaysia (SKM).
- Conducted 19 promotional campaign for Halal Talent empowerment.
- Facilitated the establishment of Accreditation Centre for Halal Poltry.

### CONTRACT TEACHER

Secondary & Primary School (Negeri Sembilan) | Jan 2015-Oct 2016

- Implemented teaching and learning according to the planned Daily Teaching Plan (RHP) for students.
- Engaged in all extracurricular activities organized by the school.
- Executed daily administrative task for both primary and secondary school.

### LABORATORY SUPPORT (INTERNSHIP)

Hospital Tengku Ampuan Afzan | June 2013-Aug 2013

Conducted and assisted interpretation of daily routine experiment for each department in pathology lab which includes the integrated unit, haematology unit, microbiology unit, cytology unit, biochemistry unit, serology unit, histology unit and transfusion medicine unit.