

Note: C – Contract

	/C (STUDENT AFFAIR	(0)	PRO	(STUDENT AFFAIRS) ESSOR DR. SABRI MUSA				
GRADUATE EMPLOYABILITY & CAREER CENTRE DIRECTOR		IREPRENEURSHIP & STUDENT DEVELOPMENT CENTRE DIRECTOR	STUDENT AFFAIRS DIVISION DEPUTY REGISTRAR (N54)		UNIFORM BODI	ES	DEPUTY DEAN/DIRECTOR (STUDENT AFFAIRS)	
DR. ISKANDAR ABDULLAH		ASSOCIATE PROF. DR. AIDA IDRIS		IS ROZITAH MD AMIN				
Planning, Implementing and Monitoring raduate Tracer Study System (SKPG) Supervising, Planning and Managing Gradi mployability Programs/Activities. Supervising, Planning and Managing Stud areer Programs/Activities. Building Collaborative Relationships with PTJ dustry.	luate 2. S Indu ident 3. P Regi j and 4. P Activ 5. F Resi 6. f activ 7. Prog Entr 8. Volu Volu Volu	upervise, Plan and Manage Entrepreneurship prams/Activities upervising, Planning and Managing with PTj and stry lanning, Implementing and Supervising Studenl stered Body. lanning, Implementing and Supervising Studenl vities. lanning and Supervising Student Activities in dential College. Managing and supervising data for studenl vities. Planning, Coordinating and Implementing pareneurship and Nationalism. Planning, Implementing and Supervising nteerism Programs/Activities. CURRICULAR COURSE Planning, Implementing and Supervising Co- icular Course.			1. Managing Universiti Malaya S 2. Managing Universiti Malaya P,			
QUALITY & STUDENT		COMMODATION,		OFFICE OF THE		STUDENT RELATIONS &	RESIDENTIAL COLLEGES	
DISCIPLINARY UNIT		NT & FACILITIES EMENT UNIT	BHEP ADMINISTRATION OFFICE	DEPUTY VICE-CHANCELLOR (STUDENT AFFAIRS)	FINANCIAL UNIT	WELFARE UNIT	(15)	
surance and quality management teem (QMS) BHEP. Managing and coordinating student icplinary matters. Managing and coordinating staff garity and discipline matters. Managing and coordinating standard erating procedure (SOP).	esidential colleges. anaging and monitoring collection ental fees in UM International e, Japan Apartment and ential colleges.	 Duilding development in Briter and residential colleges. Planning, implementing and monitoring damage complaints and repair at BHEP. Monitoring the cleaning management of buildings and compounds of BHEP and residential colleges. Coordinating centralized reports and maintenance in residential colleges. Rentnal, implementing and monitoring one-off projects in residential colleges. RENTAL & FACILITY MANAGEMENT Planning, identifying and monitoring facility rental matters in BHEP and residential colleges. 	ADMINISTRATION MATTERS 1. Planning, implementing and monitoring human resource management and HRIS System. 2. Planning, implementing and monitoring the appointment or principals, Managers and Assistant Administrative Officers, Fellows and Assistant Fellows of residentia colleges. 3. Planning, implementing and monitoring general administration matters, counter service and departmental correspondence (entrand exit). 4. Planning, implementing and monitoring record management. 5. Planning, implementing and monitoring courses, training and stal corrected.	 Plan, implement and monitor statistical data management. Plan, implement and monitor corporate relations. Plan, implement and monitor specia projects. Secretariat of BHEP Management Meetings and discussion DVC. Managing secretariat of TTNC/I Meetings 	financial affairs, procurement and payment for student Affairs Division 2. Receiving and processing all types of payments and collection of revenue from students, external parties and others. al 3. Review collection from residential college fees and other related charges through the UM Official System and expenditure report.	 Planning and implementing student Zakat Matters. Planning and managing the student welfare fund scheme. Planning and managing student welfare products and collaboration programs. Providing advice and guidance on religion matters. Managing and implementing islamic spiritual programs for students. 	Provide conducive accommod facilities to student Z. Take care of student's welfa terms of health and wellbeing S. Enhance student soft skills th students' activities (sports, comm welfare, academic, arts / cul spiritual) Monitoring and Supervising Co Services in Residential College Coordinating and Superv Student Registration (Check-in/C out) S. Monitoring staff in resid colleges. Managing asset, maintenance facilities in residential college.	

RESIDENTIAL COLLEGES (1-15)

	DENTIAL LEGE (2) (3)	RESIDENTIAL COLLEGE (4)	RESIDENTIAL COLLEGE (5)	RESIDENTIAL COLLEGE (6)	RESIDENTIAL COLLEGE (7)	RESIDENTIAL COLLEGE (8)	RESIDENTIAL COLLEGE (9)	RESIDENTIAL COLLEGE (10)	RESIDENTIAL COLLEGE (11)	RESIDENTIAL COLLEGE (12)	APARTMENT JEPUN & INTERNATIONAL HOUSE (13)	UMEC BACHOK (14)	UMEC PJ (15)
OFFICER - N29 MOHAMED DAN ASIAA BINITI MG DILA BINITI MG ASIS MOHAMED DAN ASHAAI ADMIN ASSISTANT (CO) – MS BINT SYAHID TAY GENERAL OFFICE ASSISTANT – M4 MR AUME MIN ISMAIL MR AUME MIN AN AUME MIN ISMAIL MR AUME MIN AN AUME MIN ISMAIL MR AUME MIN AN AN	İZÄ BINTI İMR HÄRİŞ BİN SHAHROM SISTANT AMIN ASŞISTANT 2 AMIN ASŞISTANT 3 AMIN ASŞISTANT 2 AMIN ASŞISTANT 3 BINTI AH BINTI BINT MAMAT MIA OPERATION MAMAT OPERATION MAMAT GENERAL OFFICE IT - H11 MR NOR ZALAN BIN MAMAT OPERATION ASISTANT - MA MAMAT IT - H11 MR NOR ZALAN BIN MAR BINTI MS VAN NOR SALAN BIN MAICKAM MS SUDANI BINTI MAICKAM MS SUJO ALINI MS ZUAGANESAN ALINIT MS SUJO ALINI MA L SUJO ALIN MAD HALIK MS ZUADAH BINTI MADI HALIK STADUH BIN MA L SUJO ALINI MA L SUJO ALINIK MA L SUJO ALINIK MA L STADUHI ALIK MA L STADUHALIK MA L STADUHINA	I BIN YAHYA GENERAL ASSISTANT - H11 MS HASNAH BINTI YUNUS GENERAL OFFICE ASSISTANT - N4 MR MOHAMAD ZAILANI BIN MD ZUKI MR MOHO ROSIDI BIN ISMAIL MC HAMED MR WAN AZHAR BINTI MOHAMED MR WAN AZHAR BINTI WAN MUSTAPHA BIN SEHAT MS SITI ZALEHA BINTI YAACOB MS NORITA BINTI JUSOH	ADMIN ASSISTANT OFFICER N29 MS NUR AMIRAH BINTI CHE MUD ADMIN ASSISTANT (C/O) – M19 MR HARON BIN JASIN GENERAL OFFICE ASSISTANT – M4 MR AZM BIN AHAMAD R COSLIBIN AHAMAD R COSLIBIN AHAMAD R COSLIBIN AHAMAD MR MOHAMAD SAZALI BIN JAMALUDIN (C) MS STIT ROHIDAYAH BINTI MOHD SHAH (C)	ADMIN ASSISTANT OFFICER - N29 MR MUHAMMAD RASHID GENERAL WORKER K2 - R22 MR MOHD ZAHAIREE BIM MANSOR ADMIN ASSISTANT (CIO) - M19 NOR KHUZAIFAH BINTI HASSIM GENERAL OFFICE ASSISTANT - N4 MR HARIS FADILLAH BINTI HASSIM GENERAL OFFICE ASSISTANT - N4 MR HARIS FADILLAH BINTI HASSIM MR MOHD AZMIRA BIN ALIM MS NURI BINTI JALIL COOK - N4 MS ZUNAIDAH BINTI MUSA	ADMIN ASSISTANT OFFICER N29 MR MUHAMMAD HASRUL BIN HAIRUDIN ADMIN ASSISTANT (C/O) - M19 MR ZAINORIN BIN YATNI OPERATION ASSISTANT - M11 MR MOH NAIM BIN ZANZURI GENERAL ASSISTANT - H11 MR HAIRUL IZUAN BIN MOHAMAD GENERAL OFFICE ASSISTANT - M1 MR AHMAD AZIZI BIN MOHAMIAD GENERAL OFFICE ASSISTANT - M1 MS GOLIA @ NORLIZA BINTI HASSIM	ADMIN ASSISTANT OFFICER - N29 MMR MUHAMMAD ZAID BIM HASSAN GENERAL WORKER KZ - R22 MMR MOHD SHARIF BIN CHE SEMAN ADMIN ASSISTANT - (CIO) - N19 MS NORMAH BINTI MOHAMED OPERATION ASSISTANT - N1 MS ROHAYAH BINTI BAHAMAR GENERAL OFFICE ASSISTANT - N1 MS ASSICA BIN MOHD RAMLAN (C) MR ASROL BIN MOHD RAMLAN (C)	ADMIN ASSISTANT OFFICER - N29 MR MUHAMMAD ABDUL RAHMAN BIN ZASARI ADMIN ASSISTANT (CIQ) - M19 MS ROZANA BINTI ABD RAHIM MR AHMAD AMIRUL BIN AHAMAD AMIRUL BIN AHAMAD AMIRUL BIN AHAMAD AMIRUL BIN AHAMAD SISTANT - N4 MS SUHAILA BINTI SENIK MR SHARRUDIN BIN KASSIM GENERAL OFFICE ASSISTANT - M1 MR ROSLAN BIN MR WAHID BIN MAT TAHIR (C)	ADMIN ASSISTANT OFFICER • N29 MR HISHAMUDIN BIN RAZALI ADMIN ASSISTANT (CIO) - N19 MR ZOHANA BIN GHAZALI GENERAL OFFICE ASSISTANT (N4) MS ASINAH BINTI ARDUL RAFAR @ ARSHAD GENERAL OFFICE ASSISTANT - N1 MR MUHAMMAD NIZAMUDDIN BIN RAFIK (C) MR SHAHRIZAN BIN ISHAK (C) MR SHAHRIZAN BIN ISHAK (C) MR SHAHRIZAN BIN MAHAT (C) COOK - N1 MS SUKHBIR KAUR A/ P GURCHARAN SINGH (C)	ADMIN ASSISTANT OFFICER N29 MR ZUHAILI BIN ZAKARIA - N29 ADMIN ASSISTANT (CIO) - M19 MR SYED BASRI BIN SYED YUSOF OPERATION ASSISTANT - M11 MS NOCRASHIKIN BINTI HASHIM MS NOCRASHIKIN BINTI HAKAR GENERAL ASSISTANT - H11 MR MCHD NAZAR BIN MUHAMMAD SHARIFF (C) GENERAL OFFICE ASSISTANT - M1 MR SARAFDEEN BIN ABDUL HAMID (C)	ADMIN ASSISTANT OFFICER - N29 MS NURUL SUHADAH BINTI ANUAR MR MUHAMMAD KHAIRU HANIS BIN KASIM GENERAL WORKER RZ - R22 MR SAIFUL NIZZAM BIN SAIFODIN ADMIN ASSISTANT - N1 MS LATIFAH BINTI AHMAD OPERATION ASSISTANT - N1 MS LATIFAH BINTI AHMAD OPERATION ASSISTANT - N1 MS NOERIAYATY BINTI DOLLAH GENERAL OFFICE ASSISTANT - N4 MS CAPRIAYATY BINTI DOLLAH GENERAL OFFICE ASSISTANT - N4 MS CAPRIAYATY BINTI DOLLAH BIN MUCHAMAD YUSRI BIN MUKHAR BIN OFHMAN MS MCHAMAD YUSRI BIN MUKHAR BIN OTHMAN GENERAL OFFICE ASSISTANT - N4 MS CAPRIAYATY BINTI DOLLAH BIN MUKHAR BIN OTHMAN	ADMIN ASSISTANT OFFICER - N29 MR KHAIRUL FAIEZ ALIES ADMIN ASSISTANT (FINANCE) - W19 MS NORSYAHDA MOHD ARIFF ADMIN ASSISTANT - M19 MS NUR JAMILAH BINTI HAZAD GENERAL ASSISTANT - M11 MS NORBAYA BINT SULAIMAN (C) MS QUEEN CHERAL OFFICE ASSISTANT - M1 MR MIRAN BIN SULAIMAN (C) MS QUEEN ELIZABETH AP S.MICHEAL (C)	ADMIN ASSISTANT OFFICER - N32 MS NORIHAN BINTI OTHMAN ADMIN ASSISTANT (OPERATIONAL) – N22 MR GHAZALI BIN YA ADMIN ASSISTANT OFERATIONAL ASSISTANT – N19 MS AZIMA BINTI DERAMAN OPERATIONAL ASSISTANT – N11 MR SABRI BIN ZAKARIA GENERAL WORKER – R4 MS ANISAH AWANG GENERAL WORKER – R4 MS ANISAH AWANG	ADMIN ASSISTANT OFFICE- N23 MR KHUZAIRUL BIN AHMAD SAPIAN ADMIN ASSISTANT (CIO) – N19 MS NURULHUDA BINTI MAHAMUD MR MOHD BASKI BIN BACHIK OPERATION ASSISTANT – N11 MR AZARUDIN BIN M ZAIN GENERAL OFFICE ASSISTANT – N1 MS NORHASKIN BINTI YAHEYA @ YAHYA COOK – N4 MR ABDUL AZIZ BIN DORAHIM

Notes:	
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