

Ms Aiza HAMID

Education

- BSc (History & Civilisation), International Islamic University Malaysia
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Professional Experience

JULY 2023 - CURRENT

Secretary, Asia Research Institute

- Efficiently managing the Director's and Deputy Director's calendars, ensuring appointments and meetings are scheduled and organised effectively.
- Assisting in processing the Director's claims, ensuring accuracy and timeliness in financial matters.
- Coordinating and scheduling Management and Committee meetings, ensuring all participants are informed and prepared.
- Handling incoming calls and emails, screening and responding to them promptly and professionally.

FEB 2020 – MAR 2021

Management Support Officer, Master Programmes Office, NUS Business School

- Supporting the admission team in consolidating stakeholders' data
- Handling invoices, submission of claim, digitising documents
- Creating statistics and databases for programme interviews; providing support for events.
- Prepping for orientation, ordering welcome packs, surveying cost and comparative advertising.

FEB 2020 – MAR 2021

Management Support Officer, Career Services Office, NUS Business School

- Supporting the operations team for event/workshop attendance and responding to email enquiries.
 - Logistics preparation, handling opening and closing of events.
 - Liaising with career advisors and assisting trainers for their material needs.
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Research Area/Topic/Discipline

History of Malaysia; Educational Administration in Malaysia; History of Abbasid Caliphate

Short Biography

Aiza joined Asia Research Institute as the Director's secretary in July 2023. She is currently pursuing her master's degree at the National University of Malaysia and is enrolled in a mix-mode programme. Her research is focused on principal servant leadership at rural schools in Hulu Langat. Further, she gained valuable experience during the COVID-19 pandemic through her work at the MSc Programme Office of NUS Business School.

Publications

Refereed Article

Umami Hufazah, Bity Salwana, (2023), "Perancangan Pendidikan di Institusi Pendidikan Tinggi di Malaysia", *Jurnal Dunia Pendidikan, Malaysia* Vol. 5, No. 2 (2023): 39-46.

<https://doi.org/10.55057/jdpd.2023.5.2.4>

IIUM News

"*The Best of You are Those Who Benefit Others*", 17 April 2019.

<https://news.iium.edu.my/?p=128743>

Awards/Grants and Distinctions

Dean's List 2016/2017, Semester 1

Dean's List 2016/2017, Semester 2