



Currently working as Senior Lecturer in Universiti Teknologi Malaysia with 7 years of work experience as HR personnel in food manufacturing industry handling human resource planning human resource, training and development, employee engagement, disciplinary and performance appraisal and 1 year experience as Warehouse Executive.

Personal info
Phone number 014-9893218 Email sitaisah.s@utm.my
Education Background
2018 <ul style="list-style-type: none"> - Universiti Teknologi Malaysia - Doctor of Philosophy (Management) - Dissertation Title: The Moderating Effect of Entrepreneurial Self-Efficacy on the Relationship of Personal and Environmental Factors with Commercialization Behavior. 2012 <ul style="list-style-type: none"> - Universiti Teknologi Malaysia - Bachelor's Degree of Human Resource Development
Skills
<ul style="list-style-type: none"> - Microsoft Office - Microsoft Power Point - Microsoft Excel - Software of Statistical Packages of Social Science (SPSS) - Software of Statistical Packages of Social Science Structural Equation Model (SPSS SEM AMOS)
Languages
Malaysia : Advance English : Intermediate
References
Name : Dr Ruzita Binti Selamat Relationship : Head of Programme Phone no. : ruzita@utm.my

Experiences
Senior Lecturer (Sept 2024 – Present) Faculty of Management, Universiti Teknologi Malaysia.
HR Executive (2018 – Sept 2024) JB Cocoa Sdn Bhd
Human Resource Planning <ol style="list-style-type: none"> 1. Prepare HR dashboard by analyzing headcount, FTE, overtime,voluntary attrition, position fill rate, incomppliance of working hours. 2. Present the HR dashboard, highlight any issue identified and propose to management.
Training & Development: <ol style="list-style-type: none"> 1. Handle training overall process from Training Need Analysis, training plan, preparation, implementation, assessment, post evaluation training and reporting. 2. Develop and assess employee's skill Matrix 3. Trained new company hires based on needs of department. 4. Develop online training and online quiz/test training 5. Manage HRDCorp related matters. 6. Coordinate Successor Development Program. 7. Develop Cocoa Guru Training Manual as workers Training material.
Employee Engagement <ol style="list-style-type: none"> 1. Create Employee Voice program using online channel, HR Kiosk and Skip level meeting.Present report quarterly to management and write response to employee based on management final decision. 2. Administered event like campaign, birthday party, appreciation dinner, company quater meeting with employees, SAP kick-off program. 3. Conduct survey among employees and report the result to management.
Disciplinary <ol style="list-style-type: none"> 1. Investigate all issues/complaint received and evaluate whether the issued are valid for further disciplinary process action. 2. Act as mediator between superior and employee to identify the root cause and give advise based on legal to management to solve the issue. 3. Create and issue disciplinary letter once review the charge employee's explanation and received final decision from superior and mangement 4. Record all employee disciplinary action taken. 5. Involve in domestic inquiry as prosecutor and secretary.
Performance Appraisal <ol style="list-style-type: none"> 1. Prepare OKRs aid and conduct briefing to all employee on Objective Key Results (OKRs) as new performance appraisal tools. 2. Create Objective Key Results template based on company yearly KPI's. 3. Consolidate all the Objective Key Results score for management review
Others <ol style="list-style-type: none"> 1. Assist recruitment process include review and filter candidates and interview. 2. Check received invoice related to HR and get management approval before proceed for payment. 3. Arrange onsite foodhandler medical checkup, typhoid, Covid-19 swab test monthly for workers. 4. Draft announcement to convey updated company related information to all employees 5. Revise HRA Standard Operational Procedure SOP based on current practice/ customer/audot requirements. 6. Certified Internal auditor for FSSC 22000 and Halal. 7. Trained First Aider and Emergency Rescue Team 8. Halal Committee and Canteen commitee member
Warehouse Executive (2016– 2018) JB Cocoa Sdn Bhd <ol style="list-style-type: none"> 1. Deduct stock already shipped in NAV system based on stuffing checklist. 2. Check stock and report to management monthly. 3. Plan and coordinate with logistic team to receive or transfer product to internal warehouse and external warehouse. 4. Perform Receiving stock in NAV system. 5. Update warehouse related Standard Operational Procedure (SOP) 6. Serve as Halal Committee Member

Research Grant
2025 Project Leader <ol style="list-style-type: none"> 1. Graduates Awareness and Perceptions of Upskilling and Retention Policies in the Johor–Singapore Special Economic Zone Member <ol style="list-style-type: none"> 1. Study on the Impact of Flexible Work Arrangements in Johor State 2. Pemantapan Tatakelola dan Budaya Integriti dalam Industri Halal di Malaysia
Publication/ Conference/seminar
Ph.D Thesis <ol style="list-style-type: none"> 1. The Moderating Effect of Entrepreneurial Self-Efficacy on the Relationship of Personal and Environmental Factors with Commercialization Behavior. Publication Book <ol style="list-style-type: none"> 1. Managing Technology Based Ventures, 2025. Publication Journal Scopus Indexed <ol style="list-style-type: none"> 1. The Propensity to Commercialize in Malaysian Research University (Sahlan, Siti Aisah Binti; Rahman, Nor Sa'adah Binti Abd., Advanced Science Letters, Volume 21, Number 6, June 2015, pp. 1974-1976(3)-SCOPUS INDEX, American Scientific Publishers. 2. Role of Academician's Entrepreneurial Self-Efficacy in Promoting Commercialization Behavior (Sahlan, Siti Aisah Binti; Rahman, Nor Sa'adah Binti Abd. Advanced Science Letters, Volume 21, Number 6, June 2015, pp. 1970-1973(4), American Scientific Publishers. ERA indexed paper <ol style="list-style-type: none"> 1. Siti Aisah Binti Sahlan, Faradina Binti Ahmad (2025). Entrepreneurial Self-Efficacy as a Key Moderator in Academic Research Commercialization: Overcoming Environmental Barriers. International Journal of Research and Innovation in Social Science (IJRISS), 9(09), 3087-3099. https://doi.org/https://dx.doi.org/10.47772/IJRISS.2025.909000262 Non-indexed paper <ol style="list-style-type: none"> 1. The Relationship between Patent Law Knowledge and Commercialization Behavior: A study in Malaysia Research Universities (Proceeding International Conference in Multidisciplinary Method and Model (2016). 2. Intellectual property awareness among public: Comparative study between Malaysia and United Kingdom. (International Journal of Technical Research and Applications e-ISSN: 2320-8163, www.ijtra.com Special Issue 10 (Nov-Dec 2014), PP. 84-88) 3. Commercialization Behavior among Academicians: Personal, Environmental and Entrepreneurial Self-Efficacy (Australian Journal of Sustainable Business and Society, Australian Journal of Business and Economic Studies. Volume 1 No. 1 March 2015) 4. Patentability of Internet Business Method: A Malaysian Perspective (Abd Rahman, Nor Sa'adah; Sahlan, Siti Aisah; Mohd Amin, Salmiah. Patentability of Internet Business Method: A Malaysian Perspective. Journal of Social Science Research, V. 3, No. 1, p. 175-181, Jan. 2009. ISSN 2321-1091.) Conference <ol style="list-style-type: none"> 1. International Conference in Multidisciplinary Method and Model (2016) 2. Chairperson and presenter in the International Conference on Business, Management, Tourism and Hospitality (BIZMATOUR 2015) 3. Presenter in Australian Academy of Business and Social Sciences Conference 2014 (in partnership with the Journal of Developing Areas, USA) 4. Presenter in technical presentation and research contribution to 4th International Conference on Advances in Social Sciences (ICASS, 2014)

Seminar/Colloquium

1. FMM Seminar on The Approach to Handle Misconduct and Domestic Inquiry & Procedure of Labour Court, 2020
2. Faculty of Management Postgraduate Colloquium 2014 “Towards commendable Research”
3. The 3Cs for Confidence PGs: Critical, Creative and Constructive, organized by Faculty of Management, UTM, 2014.
4. Literature Review Backbone + Research + Steps Workshop, organized by Walijah Services, 2013.
5. Moderator and Mediator Workshop, organized by Faculty of Management and Human Resource Development, UTM, Johor Bahru, 2012

Training Attended**2023**

- Integrated of ISO 14001:2015 & ISO 45001 2018 Internal Auditor Training,

2022

- Hazard Identification Risk Assessment and Determining Control Training
- Integrated of ISO 14001:2015 & ISO 2018 Awareness
- Seminar Kompetensi In-House Sijil Pengesahan Halal Malaysia (SPHM) Bagi Komiti Halal

2019

- FSSC 22000 Version 4.1 Awareness & Effective Implementation
- Certificate of Proficiency: Basic Occupational First Aid, CPR & AED Training

2017

- Safety Training Campaign
- FSSC 22000 Process Based Internal Auditing
- Teambuilding Towards Common Goals
- Food Handling Training