

SUFIAN BIN ABDUL GHANI



ALWAYS ENTHUSIASTIC AND ACCEPT NEW CHALLENGES TO MAKE THEMSELVES MORE KNOWLEDGEABLE AND READY TO SERVE THE ORGANISATION

Personal Info

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	Sofea Walter Abdullah		3 Daughters & 2 Boys

Teaching Experience and Present

2019 - Present	Open University Malaysia (Part Time)
2021	Interface Education Group (Part Time)
2021 - 2022	University College Sabah Foundation (Part Time)
2021 - Present	ReSkill (Part Time)
2022 - Present	Riverbank Academy (Part Time)

Educational Background

Year	Level	Institutional
2011	Master in Corporate Communication	University Putra Malaysia
2009	Bachelor in Communication	University Putra Malaysia
	Diploma in Public Administration	University Technology Mara
1998	Sijil Pelajaran Malaysia	SM All Saint

Profesional Membership, Teaching Permit & Training

Year	Level	Institutional
2011	Member (2011/17)	Institute of Public Relation Malaysia
2019	Teaching Permit (PM/IPTS/2019/06/3770) (24.06.2019 with no expiry date)	Ministry Of High Education
2021	Professional Certificate In Teaching Online	Veritas University College
2024	Train The Trainer (TTT) (Exempted) (Cert. No. 14996)	Pembangunan Sumber Manusia Berhad

Language				Microsoft & Presentation Skill	
Language	Speaking	Writing	Reading		Intermediate
B. Malaysia	A	A	A		Intermediate
English	B	B	A		Intermediate
					Basic Intermediate

Personal Character		Hobby & Sports	
	Responsible Person		Futsal
	Highly Motivated Person		Table Tennis
	Always Eager To Learn		Bowling
	Receive criticism as one of the drivers towards self and organizational development		Outdoors Activities

Technical Skill in Teaching

Communication Skill with Students in classroom.

- Instructing
- Facilitate Learning
- Written Communication
- Counseling
- Networking
- Collaboration
- Mentoring
- Conferencing
- Leading discussion & Meeting
- Active Listening

Critical Thinking Skill as Educators

- Reflecting on Teaching
- Grading
- Analysis
- Finding Resources
- Monitoring
- Individual Instructional Plans

Work well in a team or individually, seeking to leverage my skills in an education institute that values creativity, free will and the betterment of the students.

A trained professional with teaching experience, and the ability to guide students.

Planning and scheduling class time tables

Patient and kind with student

In touch with modern classroom technology

Sharing SoftSkill Training Topics for Training Programs

Personal Development in Communication

- Introduction to Communication
- Identification of Interests
- 3 Basics of Communication
- The Stunning Body Language (Formula S.O.F.T.E.N.E.R)
- Know Your Audience-understanding V.A.K
- V.A.K application in delivery
- Building Two-way Relationship
- Technical Preparation In speech
- Know the Personality of the Listener
- The Personality Plus
- How to deal with your Listeners
- Organization Communication
- How to Develop Your Brand
- Intra-Personal Communication
- Inter Personal Communication
- Social Media Communication

Soft Skill Development Program

- Entrepreneurship In Malaysia Landscape
- Project Management
- Kai-zen System
- Supply Chain Management
- Innovation In Business
- Whats-app in Business
- Team Building Program

Technical Skill in Corporate Communication



Organization
Communication
Management

Internal Communications such as the latest Bulletins and info to inform the citizens of the direction, the latest developments, and organizational activities.



External
Communication
Management

Plan, inform, and take proactive measures with stakeholders and always look at and enhance the organization's relationship to "Stake Holders".



Protocol
Management

Experienced in managing official government and organizational protocols.



Media
Management

Experienced in conventional media management and organizational social media. To conduct press conferences, "Media Kit", Press Statements, and activities with print practitioners in Sabah to maintain relationships with print media practitioners and social media.



Organizational
Brand Auditing

Ensuring that organizational brands achieve and in accordance with the standards provided by the organization



Organizational
Official Ceremony
Programme

Experience in organizing organizational official activities and programs and programs along with the government as well as participation in each official government event.



Preparation of
Organizational
Bulletins

Experienced in planning, providing materials, and making editing in the preparation of organizational bulletins