

STANDARD BIODATA

A. LATAR BELAKANG

NAMA : AHMAD FAUZAN BIN OTHMAN

NO KAD PENGENALAN : 781004-01-5977

KEWARGANEGARAAN : Malaysian

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ALAMAT : 27, Jalan PUJ9/3,
Taman Puncak Jalil,
43300 Seri Kembangan,
Selangor

B. KELAYAKAN AKADEMIK :
Diploma in Computer Engineering, Hakodate National Collage of Technology,
Hokkaido, Japan

KELAYAKAN PROFESIONAL :

2008	Certified Trainer under PSMB
2005	Federation of Malaysian Unit Trust Managers
2000	Test of English for International Communication (TOIEC)
1999	Japanese Language Proficiency Test Level 2
1997	Japanese Language Proficiency Test Level 3

C. PENGALAMAN KERJAYA
TURUTAN KERJA DAN PENGALAMAN

As Training Consultant

- * Market and sell existing training programs
- * Develop new materials for training programs
- * Tailor suit training modules to TNA
- * Advise on methods of evaluation & progress measurement
- * Conduct pre-training assessments
- * Conduct in-house training
- * Conduct outdoor based training
- * Conduct individual coaching sessions
- * Report on conducted training programs
- * Suggest and develop follow up / post-training programs

As Japanese Language Teacher

- * Teach reading, writing, speaking and listening for JLPT
- * Develop syllabus according to JLPT standards

As Engineer

- * Product safety approval application
- * Product EMC compliancy checking
- * Troubleshoot and counter measure
- * Development schedule for Safety & EMC
- * Group budget allocation
- * Translation duties
- * In-house Japanese language instructor
- * Department QCC representative
- * Committee member for various company activities

**D. PENGALAMAN DALAM AKTIVITI LATIHAN BIDANG
KECENDERUNGAN DAN KEISTIMEWAAN**

The trainer focuses on self-development topics towards personal & team productivity. Over the years he has trained various level of employees from the private & public sector.

List of program conducted include:

- Effective Writing
- Effective Self Management
- Responsible Front Office
- Excellent F&B
- Customer Service & Telephone Techniques
- Stress Management
- Managing Relationship at Work
- Performance Management
- Basic Computer Skills - Word, Excel
- SWOT Analyst Workshop
- Supervisory Skill Program
- Team Motivation & Achievement Program
- Training, Coaching & Development Program
- Team Communication
- Car Maintenance Program for Drivers
- Teamwork & Effective Communication
- Improving your Ability to Manage Execution
- Team Engagement (Outdoor Teambuilding)
- Thinking and Decision Making Skills
- Dynamic Employee Program
- Future Career Development Program
- Interpersonal Skills and Communication
- Communication and Presentation Skills

- Preparation for Working Environment: Student Development Program
- Organisational Capability: Competing from the inside out
- Cemerlang dalam Pengurusan Diri, Masa, Minda & Emosi
- Effective Telephone Handling Techniques
- Dressing, Grooming, Etiquette, Mannerism & Body Language
- E-mail Etiquette
- Program Penyelia Berkesan
- Inner Work Life
- Kursus Keutuhan: Perkhidmatan Pelanggan Berkualiti
- Effective Self-Management
- The Presentation Skills Workshop
- Bengkel ke Arah Jati Diri yang Cemerlang : Memahami & Mengaplikasikan Konsep PAI
- The Professional Receptionist
- Persediaan Kerjaya & Visual Keperibadian
- Bengkel Teknik Pembelajaran Berkesan
- Bengkel Membina Modul Latihan dan Menilai Kompetensi Kakitangan
- Handling Different Personalities
- Bengkel ke Arah Jati Diri yang Cemerlang : Memahami & Mengaplikasikan Konsep PAI
- Kursus Pembangunan Diri & Motivasi Kerja

E. PEKERJAAN SEKARANG
Training Consultant / Coach

F. MAKLUMAT-MAKLUMAT LAIN

- Author of the motivation book “Rahsia ‘Kyoumi No Chikara’, self-published (2010)
- Author of the book “*Cemerlang & Menang Cara Bola Sepak – Strategi Berpasukan untuk Berjaya*” Published by PTS Millenia Sdn. Bhd. (2006)
- Emcee for Sharp Group of Companies 15th Sports Carnival

Tandatangan



Nama: **Ahmad Fauzan Bin Othman**
I/C No : **781004-01-5977**