

STANDARD BIODATA

A. LATAR BELAKANG

NAMA : Zati Hanani binti Zaini

NO KAD PENGENALAN : 851005-14-5926

KEWARGANEGARAAN : Malaysian

NO TELEFON : 03-4146 9667

NO FAX : 03-4251 4289

ALAMAT : Lot 488, Bukit Kundang,
Batu 15
43100 Hulu Langat
Selangor.

B. KELAYAKAN AKADEMIK :
Universiti Tenaga Nasional : Bachelor of Finance (Hons.)

KELAYAKAN PROFESIONAL :
2011 Certified Trainer under PSMB

C. PENGALAMAN KERJAYA
TURUTAN KERJA DAN PENGALAMAN

Training Consultant
2009, August-Present
Buana Insan Sdn. Bhd.

- To develop program modules and outlines
- Installation and of MagiQube Software (Archiving Software)
- Conducting:
 - Team Engagement Program (outdoor) – Uda Holdings, Uda Land, Tampi Industries Consolidated (TIC) & ING Insurance
 - Customer Service Program - Malaysian Palm Oil Board (MPOB)
 - R.A.T Race - UDA Mall
 - Teamwork & Effective Communication - Ministry of Women, Family and Community Development

Executive**2008, December -2009, July**

Institut Bank-Bank Malaysia (IBBM)

- Assisting Special Officer to Chief Executive Officer
- Coordinate Public Programmes with other strategic partners (e.g. Bank Negara Malaysia, Cyber Security Malaysia, Firmus, INSPIN, Dewan Bahasa Pustaka and others)
- Assisting superior in completing project paper for Asian Institute of Finance (AIF)

Trainee / Participant**2007, December-2008, December**

FINANCIAL SECTOR TALENT MANAGEMENT PROGRAMME (FSTEP)

- A training program initiated by Bank Negara Malaysia (BNM) and organized by Institut Bank – Bank Malaysia (IBBM)
- Undergone classroom training for 6 months on overview of Financial Institution in Malaysia (Conventional, Islamic and Investment Banking and Insurance / Takaful). Undergone 6-months internship in HSBC Bank (M) Bhd in Finance Department. Handling various tasks such as month end reporting for 2 entities under HSBC Group, handling Surprise and Month End Balancing Certificate according to audit compliance and assist officer in updating Nostro Accounts.

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

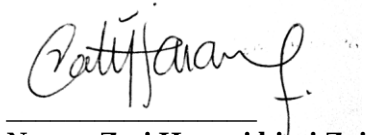
List of program conducted include:

- Team Engagement Program (outdoor) – Uda Holdings, Uda Land, Tampi Industries Consolidated (TIC), ING Insurance, Glaspak Bhd
- Customer Service Program
- Race Against Time (R.A.T) Race
- Teamwork & Effective Communication
- High Performance Work Team

E. PEKERJAAN SEKARANG
Training Consultant

F. MAKLUMAT-MAKLUMAT LAIN

Tandatangan

A handwritten signature in black ink, appearing to read 'Zati Hanani binti Zaini', written over a horizontal line.

Nama: **Zati Hanani binti Zaini**

I/C No : **851005-14-5926**