**CURRICULUM VITAE**



|  |  |  |
| --- | --- | --- |
| **NAME** | **:** | **NORAZITA MARINA ABDUL AZIZ** |
| **POSITION** | **:** | **LECTURER** |
| **AFFILIATION** | **:** | **SCHOOL OF ACCOUNTANCY, COLLEGE OF BUSINESS, UNIVERSITI UTARA MALAYSIA,**  **06010 SINTOK, KEDAH** |
| **MOBILE** | **:** | **019 419 0188** |
| **EMAIL** | **:** | [**azita@uum.edu.my**](mailto:azita@uum.edu.my)**;** [**azitamarina@gmail.com**](mailto:azitamarina@gmail.com) |

**PERSONAL PARTICULARS:**

|  |  |  |
| --- | --- | --- |
| Age/Date of Birth | : | 41 years / 14 October 1971 |
| Gender | : | Female |
| Marital Status | : | Married |
| Nationality | : | Malaysian |
| Native Language | : | Malay (Bahasa Melayu) |

**ACADEMIC QUALIFICATIONS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Award** | **Institution** | **Area/Field of Study** |
| June 2013 | PhD (Management Accounting) | UNIVERSITY OF STRATHCLYDE, GLASGOW | Social Accountability and Reporting |
| Oct 2007 – June 2008 | Diploma Postgraduate Research | UNIVERSITY OF STRATHCLYDE, GLASGOW | Research Methodology and Methods |
| May 1997 – Oct 1999 | Master of Business Administration (Accounting) | UNIVERSITI UTARA MALAYSIA | Accounting |
| Sept 1995 – Oct 1997 | Bachelor of Arts (Accounting & Financial Management) | UNIVERSITI OF SHEFFIELD, UNITED KINGDOM | Accounting and Finance |

**TRANSLATOR’S CERTIFICATION:**

|  |  |  |
| --- | --- | --- |
| Date Held | : | 10– 22 September 2012 |
| Date Issued | : | November, 2012 |
| Name of Institution | : | Institut Terjemahan & Buku Malaysia (ITBM), Malaysia |
|  |  |  |
| Other Training | : | Editing, by ITBM |
| Date Attended | : | 19 – 22 November 2012 |

**LANGUAGE TRANSLATION AND EDITING WORK EXPERIENCES (ENGLISH/MALAY):**

I have experienced in editing academic original work and translating documents.

|  |
| --- |
| The documents that I have translated are stated below: |
| * Government related-documents   + Human resources report   + Organisational structure   + Project brief   + Birth certificate   + Marriage certificate |
| * International Qualitative Research Conference   + Proposal, paperwork, official letters   + Minutes of meeting   + Marketing and advertisement materials   + Keynote speech   + Sponsorship documents   + Brochures |
| * General texts |
| I have done editing for the International Qualitative Research Conference (QRC 2012) conference proceeding, which has the ISBN 978-983-44592-4-6 |

Other Publications/Editing

1. Encyclopaedia Entry:

**Evaluator** for entries in Management Encyclopaedia UUM, (2004) on the article entitled: “kos belum luput; konsep perakaunan; kitaran perakaunan dan perkilangan; laporan berkanun; syarikat berdaftar; permulaan perniagaan; memorandum syarikat dan artikel syarikat”.

**LIST OF ORGANISATIONS ENGAGED:**

|  |
| --- |
| I have written numerous academic writing for referred, non-refereed and books (stated in the Appendix 1). This list of organisations that I have presented the work are as follows: |
| * Universiti Utara Malaysia * Open University Malaysia * University of Strathclyde, Glasgow, UK * International conferences attended (stated in Appendix 1) * Doctoral Colloquium attended (stated in Appendix 1) * PhD Thesis from University of Strathclyde, Glasgow, UK |

**SPECIALISATION:**

|  |  |
| --- | --- |
| Further details concerning my area of specialisation can be referred to in the Appendix 1 attached at the back of my CV. | |
| * Sustainability reporting * Corporate social reporting or disclosures * Corporate social responsibility * Investors relations * Accounting education * Social accountability * Social accounting or reporting * Environmental reporting | * Shared moral values * Communities’ engagement * Islamic social accountability * Interpretive methodology * Case studies research * Financial accounting * Non-governmental organisation * Knowledge sharing |

**LANGUAGE PROFICIENCY (BEST = 10, WORST =1):**

|  |  |  |  |
| --- | --- | --- | --- |
| Language Spoken/Written | : | Malay (Bahasa Melayu)  9/9 | English  8.5/8.5 |

**SERVICE AND RATES:**

|  |  |  |
| --- | --- | --- |
| **Currency** | **:** | **USD per source word** |
| Translation (EN>MS), Daily output: Max 3500 words | : | 0.12 |
| Editing (EN>MS), Daily output 5,000 words | : | 0.06 |
| Hourly charge | : | 40 |
| Min. charge (<200w) | : | 30 |

|  |
| --- |
| **AWARDS RECEIVED:** |

1. International
2. **ACCA award 2011**: ACCA Bursaries for Attendance by PhD Students, (2011), International level, Awarded by Association of Chartered Certified Accountants (ACCA).
3. **ACCA award 2010**: ACCA Bursaries for Attendance by PhD Students, (2010), International level, Awarded by Association of Chartered Certified Accountants (ACCA)
4. **ACCA award 2008**: ACCA Bursaries for Attendance by PhD Students, (2008), International level, Awarded by Association of Chartered Certified Accountants (ACCA)
5. National
6. **Excellent Service Awards on the Quality Day 2004**, Awarded by Public Service Department (JPA) / Ministry of Higher Education (KPT) of Malaysia.
7. **SLAB/SLAI award** to further study at University of Strathclyde, Glasgow UK from **1 October 2007 – 31 July 2011** from Ministry of Higher Education of Malaysia.

**TOOL USED:**

|  |  |  |
| --- | --- | --- |
| Software | : | NVivo 10, MS Word, MS Excel, MS PowerPoint, Adobe, WinZip. |
| Hardware | : | Desktop, Laptop, Wifi, and Scanner, Copier. |
| Translation Aid | : | Dewan Eja Pro, Kamus Dewan – English-Malay Dictionary, Gaya Dewan 3rd Edition, Oxford Online Dictionary, PRPM, DBP, ITBM, Urban Dictionary, and etc. |

**OTHERS:**

|  |  |  |
| --- | --- | --- |
| Job Submission | : | Email, Fax, FTP (File Transfer Protocol), Dropbox, YouSendlt at <http://www.yousendit.com> |
| Payment Method | : | PayPal, Check/Cheque, Telegraphic Transfer. |

**MEMBERSHIP/APPOINTED TRASNSLATOR:**

|  |  |  |  |
| --- | --- | --- | --- |
| **A Certified and Appointed Translator :**  **Certification Training and Examination attended in 10th to 22nd September 2012 at ITBM, Malaysia** | | | |
| ITBM logo II | | **An agency established by the Malaysian Government since 14 September 1993. ITBM is managed by the Ministry of Education.**  **ITNM is guided by the corporate philosophy of creating a scientific and progressive society, striving to enrich the repository of knowledge and promoting the competitiveness of the nation in regional economics.** | |
|  |  | |  |