

# Curriculum Vitae

## PERSONAL DETAILS



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Nationality	Malaysian
Marital Status	Married
Date of Birth	30 January

## PROFESSIONAL SUMMARY

With over 15 years of academic experience and 7 years in industry, I bring a comprehensive blend of pedagogical expertise and practical insight to curriculum development and instructional delivery. I demonstrate strong planning and organizational capabilities, a disciplined work ethic, and proven adaptability in dynamic institutional settings. I am committed to lifelong learning and the continuous enhancement of teaching methodologies that support engaging, student-centered learning environments. Experienced in both collaborative and independent roles, I consistently meet critical deadlines and perform effectively under pressure. My expertise includes designing academic programs and evaluating curricula in alignment with MQA and MQF standards, while ensuring responsiveness to evolving industry needs.

As an accredited trainer, I possess deep expertise across a wide spectrum of **Financial and Accounting Disciplines, Including Financial and Management Accounting, Finance for Non-Finance Professionals, Taxation, Sales and Service Tax (SST), E-Invoicing, Auditing, Budgeting, And Costing.** I design and deliver high-impact training programs that integrate regulatory compliance with practical application, ensuring relevance to current industry standards and organizational needs.

## EDUCATION

2024- present	PHD – UTM Johor Bharu
2016 -May 2018	Masters in Business Administration (Finance) <i>Raffles University Iskandar Malaysia</i>
2009-2012	Degree in Accounting & Finance (University of Greenwich (UK) – BA Hons in Accounting and Finance
2000-2003	Diploma In Accountancy (Ungku Omar Polytechnic Ipoh Perak ) Graduated In Accounting
1991-1999	Sijil Pelajaran Malaysia (SPM) ( Sek. Men. Seri Garing Rawang ) Grade 1

## WORK EXPERIENCES

**Company:** College MDIS Malaysia (2014-Current)  
**Position:** Senior Lecturer Certificate, Foundation, Diploma, and Degree  
**Position:** 1. Programme Head Degree – BSc Accounting and Finance,  
**Duration:** 01 January 2019 – Current  
**Position :** 2. Programme Head Degree – BSc Banking and Finance,  
BSc Business Management, BSc Marketing Management (Bangor University, UK)  
BSc Banking and Finance, BSc Business Management, BSc Marketing Management  
(Bangor University, UK)  
**Duration:** 01 January 2025 – Current  
3. Programme Head Degree – BSc Accounting and Finance – University of  
Sunderland, UK  
**Duration:** 01 January 2025 – Current  
4. Diploma in Accounting  
**Duration:** 07/10/2014- Current

- Create a vision for the programme and set future directions in alignment with school, department, and organisational goals.
- Actively use a student-centered teaching approach to engage students in the learning process
- Prepare lesson plans, interesting assignments, and assessments for students
- Developed and reviewed syllabus for a new programme
- Set, mark, verify, and moderate examination papers and students' scripts.
- Provide consultation and counselling to students
- Liaise with industry partners regarding students' internships.
- MIA -professional carrier talk
- Actively plan and carry out activities for students within the business school.
- Plan and carry out industry and lifestyle training for students.
- Work closely with the Industry advisor and External Examiner for the programme development.

### **Tough Courses for all levels: Certificate, Foundation, Diploma, Degree and Master**

Financial Accounting- basic, intermediate, and advanced, cost and management accounting, Audit, Corporate Governance, Risk Management, Accounting Theory, and Practice, UBS System, Introduction Finance, and Corporate Finance. All **ACCA** modules.

### **MAJOR ACCOMPLISHMENT**

- Full Accreditation for Diploma in Accounting in 2018 – (R/344/4/0176)
- Programme Review (Borang M) Diploma in Accounting in 2023-2024
- Full Accreditation for BSc Accounting and Finance Bangor University 2020 (MQA/FA9221)
- Programme Development BSc Accounting and Finance Bangor University 2020 (MQA/FA9221)
- Programme Development BSc Accounting and Finance Sunderland University – 2024
- Assisting in developing course outlines for other programmes.
- Member of the Academic Board (AB)

- Member of Internal Examination Board (IEB)
- Member of External Examination Board -Bangor University, UK (EEB)
- Member of Internal Examination Board -Bangor University, UK (IEB)
- Member of the Curriculum Development and Review Committee (CDRC)
- Member of ISO 9000-2018
- Member of Bangor University Operational Group

**Company** : **MetroPoint College.**  
**Position** : **Academic Manager, Lecturer**  
**Duration** : 1 May 2012 – 30 August 2014

- Lecturing, leading Lecturers.
- In charge of student matters
- New Programme development
- Curriculum development
- Assessments and final exam papers review and finalise
- Verifies teaching report, Lesson Plan
- Monitors Student attendance, student issues
- Verifies result slips – by semester
- Verifies Transcript & certificate
- Handle the Had-hoc cases – Students & Staffs
- Liaise with the External Moderators regarding the exam papers.
- Monitoring Lecturers KPI, and development
- Chairperson of Academic Board, IEB, CDRC.

**Company** : **Pusat Latihan dan Kemahiran Bestari (JB)**  
**Position** : **Lecturer cum Academic Head**  
**Duration** : 25 December 2010 – 30 April 2012

- Lead the full-time and part-time lecturers.
- Arranging Students' and Lecturers' Time Tables.
- Organising subjects for each semester and cohort.
- Regular meetings with lecturers
- Regular meetings with the students.
- Programme development
- Partnership programme with industries.

**Company** : **American Express (Kuala Lumpur)**  
**Position** : Senior Analyst - Merchant Set & Maintenance & Senior Analyst – Merchant Control Analyst  
**Duration** : 15 January 2006 – 01 June 2010

- Handle on Merchants maintenance requests.
- Merchants payments.
- Make call to Merchants when there is any rejected maintenances request.
- Distribute Daily work to all the TM
- Update Customers request in their accounts

- Issue Fax & letters to merchant for request any important document for their accounts update.
- Acting Team Leader when the Team Leader is not around.
- Lead team with handle the ad-hoc cases, assign cases to the team.
- members, organize monthly meeting.
- President of Reward and Recognition Team.
- Handle weekly meeting and choose the best winner of the month.
- Mainly collecting debt from merchants for Australia & New Zealand Market
- Handle Chargeback cases & Refund from customers.
- Handle on suspense payment for merchant's accounts
- Transfer account to outside agency, Repayment Plan.
- Handle Ad-hoc cases

**Company** : Johnson Control (M) Sdn.Bhd

**Position** : Account Payable

**Duration** : 1 Jan 2004 – Dec 2005

- Prepare Cheque for payment to clients
- Prepare account for end of the year such as Profit & Loss, Balance Sheet, List of Debtors, Creditors
- Handle with Clients about their payment
- Prepare statement of account for all the expenses incurred

## TRAININGS AND CERTIFICATES

- Certified Train the Trainer (TTT) 2022.
  - Budgeting
  - E-invoicing
  - Strategic Management
  - Leadership
  - Time Management
  - Education
    - Lesson Plan, OBE, MQA documentation.
  - Accounting
  - Management Accounting
  - Costing
  - Finance and Non-Finance
  - Taxation- SST, GST,
- The Relationship Between Capital Structure and Firm Performance Among the Non-Manufacturing and Manufacturing Listed Firm in Malaysia - 2009
- Outcome Based Education (OBE) -2016
- Outcome Based Education (OBE) -2017
- Outcome Based Education (OBE) 2018

- Outcome Based Education (OBE) Implementation Process (Based on MQF2.0) -2019
- Critical Thinking Workshop; Developing students' Critical Thinking Skills-2017
- How to prepare Exam Question Paper-2018
- Service Quality Centre-2018
- Pedagogy-2017
- Professional Email Writing Workshop-2018
- ISO 9001:2015 Awareness Training -2021
- OSHA-2014
- Fire Prevention Awareness Program-2017
- Advisor Clinic for Preparation of Programme Accreditation Documents (MQA01 & MQA02)-2019
- Basic Counselling Training -2016
- Internal Auditor Training -2019
- External moderator for the Olympia college 2014
- Online Student Advisor for the Exam and assessment Olympia College 2014
- External Exam Moderator Olympia College 2014-2015
- Part-time degree lecturer AEU -Johor -2016, 2017,2018
- Attended British Council Training for Accurate & Effective Communication Skills – 2006
- Attended British Council Training for Business Writing Essentials – 2007.
- Awarded for best performer for Australia & New Zealand Market from American Express. -2009
- Rewarded for best employee for 2007,2008,2009 from American Express
- President for Reward & Recognition Society in American Express-2008,2009,2010

## SKILLS

- Continuously seeking opportunities to expand knowledge
- Good organizing and planning skills, high work standards and able to adapt to changes
- Sensitive to student's needs and to ensure they have a good understanding in subject
- Always maintaining good student teacher relationship
- Problem solving skills and good decision making
- Adhering to deadlines and scheduled time frame
- Very dedicated
- Fast learner
- Good interpersonal skills and outgoing when the need arises
- Excellent communication and writing skills
- Resourceful
- Office 365, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, Microsoft Team, Accounting software UBS Sage, Genesis

## OTHER RELEVANT INFORMATION

Written Language: Excellent in English and Bahasa Malaysia

Spoken Language: Fluent in English, Bahasa Malaysia and Tamil

## REFERENCES

**1. Dr LOH Wooi Kee (Eric)**

MDIS College - Chief Operating Officer (COO)

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**2. Associate Professor. Dr. Suresh**

UTM, Johor

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