

# Syaza Nazura

COURSE ADMINISTRATIVE EXECUTIVE @ MONASH UNIVERSITY MALAYSIA



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## EDUCATION

### BACHELOR OF BUSINESS ADMINISTRATION

(Actuarial Science)

Certificate in Education and  
Educational Services

University of Wisconsin-Madison,  
Wisconsin, USA  
2013 - 2017

## HONORS & AWARDS

Wisconsin School of Business  
Dean's List, Spring 2014

Harvey M. Meyerhoff Undergraduate  
Excellence Award, Spring 2017

Graduating Student Speaker,  
International Student Graduation  
Celebration, May 2017

Nominated for the Louise Troxell  
Award, Spring 2017

## PROFESSIONAL PROFILE

I am passionate about the education system in Malaysia and am a firm believer in exploring one's passion and dreams. I enjoy working with students and parents and helping them to navigate the world after formal education ends, and am looking for opportunities where I can learn and grow new skills and knowledge relating to student affairs or higher education administration, both in Malaysia and worldwide.

## WORK EXPERIENCE

**Administrative Executive (Course Administration)**  
Monash University Malaysia | Bandar Sunway | 2017 - Present

I work in the Course Management Office in the School of Business, the biggest school in Monash University Malaysia, alongside 4 other executives, one assistant manager and one course manager.

As an Administrative Executive (Course Administration), my responsibilities include:

- Representing the School and University during external education fairs and help counsel prospective students and parents about the programs offered by the School,
- Advising and counseling current students about their course progression, their unit choices and ensuring that they are able to graduate on time,
- Processing and assessing application for intercampus and interuniversity exchanges, including assessing the external units for transfer credits,
- Coordinating the lab enrolment sessions for new students,
- Attending to the students' need related to their academic progression, starting from their initial enrolments to course completion and graduation,
- Providing excellent customer service to the patrons who visit the office to ensure that the students and their parents have a positive experience with the School and the University.

## PROJECTS



**Projek Inspirasi**  
<http://inspirasi.avh.me>



**Radiance21 Scholarship Project**  
<http://radiance21.avh.me>