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Fakulti Pengurusan Maklumat
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No. Kad Pengenalan	740212-06-5409
Tarikh Lahir	12.02.1974
Tempat Lahir	Mentakab, Pahang Darul Makmur
Jantina	Lelaki
Bangsa	Melayu
Agama	Islam
Taraf Perkahwinan	Berkahwin
Jawatan	Pensyarah Kanan UiTM
Mula Khidmat	01 November 2001
Pengesahan Jawatan	29 Mac 2003

PENDIDIKAN

- **12 Mei 2011**
Phd. In Information Management (by Research).
- **11 Oktober 2001**
Sarjana Sains Pengurusan Maklumat, UiTM
- **28 November 1998**
Sarjana Muda Sains Pengajian Maklumat Dengan Keahlian (Pengurusan Sistem Maklumat)

PENGALAMAN KERJA DI UITM

KETUA PERANCANGAN STRATEGIK (PENGURUSAN MAKLUMAT)

1 Ogos 2014 - 31 Julai 2016 (Pelantikan semula)

1 Ogos 2012 – 31 Julai 2014

Pusat Perancangan dan Maklumat Strategik, UiTM
Pejabat Timbalan Naib Canselor (Penyelidikan & Inovasi)
Aras 5, Canseleri Tuanku Syed Sirajuddin
UiTM Shah Alam.

Activities involves:

1. *Coordination of the planning, implementation and monitoring of the University's strategic plan, in accordance with the Malaysia Plan for UiTM.*
 2. *Appraisal on the success of the strategic plan through KPI.*
 3. *Provision and delivery of information service to internal and external clients.*
 4. *Overseeing of tracer studies on UiTM graduates and preparation of report on analysis of the studies.*
 5. *Carrying out of tracer studies on employers, as well as follow-up studies on former students of UiTM.*
 6. *Management of the Executive Information System (EIS).*
 7. *Analysis of the trend involving strategic issues.*
 8. *Planning and coordination of innovation and research development strategy.*
 9. *Overseeing and monitoring the status and progress of centres of excellence for the purpose of endorsement.*
 10. *Administration of special projects to fulfill the requirements of the University Management.*
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- *Pengerusi Sesi 'International Conference On Information Science : Synergizing Information In Transformative Societies' (ICIS 2015))*
 - *Pengurus Projek Transformasi UiTM. Projek Training for Transformation (T4T), 2015-2016)*
 - *Ahli Projek Transformasi UiTM. Project Transformation Monitoring (PTM), 2015-2016.*
 - *AJK Pemandu Dokumen Rancangan Malaysia Ke-11 (RMKe-11) UiTM*
 - *AJK Penyelarasan Laporan Tahunan UiTM 2012-2015*
 - *AJK Pameran Konferensi Akademik UiTM 2014*
 - *AJK Teknikal Audit Kesediaan Autonomi (JKTAKA) 2013*
 - *Pengerusi/Pengurus Projek Bersama AJK Kecil Sistem Repositori Maklumat Dan Bahan Bukti 2012-*
 - *AJK Majlis Penyelidikan UiTM 2012-*
 - *AJK Induk Inisiatif Pemantauan Skor MyRA 2013-*
 - *AJK Semakan Kendiri Pelan Strategik Pengajian Tinggi Negara (PSPTN) Peringkat UiTM 2013*
 - *JK Pembangunan dan Pengurusan Fasiliti, UiTM 2012-*
 - *AJK Pemantauan Profesionalisma Pensyarah (PRO-PENS) FPM Sep 2012 - Jan 2013*
 - *Panel Penilai Konsultan Kursus anjuran Jabatan Pembangunan Sumber Manusia, Pejabat Pendaftar 2014*
 - *Ahli Pusat Kecemerlangan Tier 4 – Advanced Analytics Engineering Centre (1 Jun 2014 - 31 Mei 2016).*
 - *AJK Prestasi Penyelidikan UiTM 1 April 2014 – 30 April 2015.*
 - *AJK Bengkel Bajet Berasaskan Outcome (OBB) UiTM 2014*
 - *Resource Person (IMR453 – Managing Archives) 2003-2006*

- Resource Person (IMR653 – Document Imaging System) 2010 – 2013
- Resource Person (IMR606 – Digitization of Records and Archives) 2013 –
- Panel Hakim IID FPM Nov 2011
- Resource Person (MIM740-Information Management in Organization) 2010-

KOORDINATOR PROGRAM SARJANA (KERJA KURSUS)

1 September 2011 – 29 Februari 2012

MSc. Information Management, Masters in Knowledge Management & MSc. in Library Science.

Fakulti Pengurusan Maklumat

Kampus Puncak Perdana

CUTI BELAJAR KE PERINGKAT PHD

1 Januari 2006 Hingga 31 Disember 2010

Field of study: Electronic Information & Records Management. Thesis title: Document Imaging Systems: factors influencing usage and effectiveness in Malaysian public organizations.

PENSYARAH

01 November 2001 – 31 Disember 2005

- Pensyarah di Fakulti Pengurusan Maklumat (FPM). Antara subjek yang pernah diajar ialah Document Imaging System, Organization Of Information, Managing Records In Organization, Managing Archives, Introduction To Records And Archive Management, Functional Design Of Record Center, Access To Information, Telecommunication and Networking.
- AJK Penerbitan Buku ‘UiTM: A Quick Guide’
- AJK Pengelola Kejohanan Sukan Antara Fakulti (SAF) UiTM 2005
- Compiler ‘Prosiding of National Seminar On Management of Corporate Memory: Key Challenges, Issues and Trends’ anjuran Fakulti Pengurusan Maklumat (Program Pengurusan Rekod) di Convention Centre, Hotel Concorde Shah Alam pada 27.09.2004.
- AJK Penerbitan Brosur HEA (11 – 31 Mei 2005)
- AJK Pendigitan Rekod-rekod HEA
- AJK Kecil Audit ISO 9001 : 2000 FPM
- Pembantu Pasukan Petugas ISO 2001 : 2000
- Editor dan AJK Penerbitan Jurnal FPM – Jurnal Pengurusan Pengetahuan
- Koordinator Hal Ehwal Pelajar Program IS222 (Pengurusan Rekod)
- Koordinator / Penyelaras Latihan Praktik IS222
- AJK Jadual Waktu Dan Jadual Pengawas Peperiksaan Bagi Tempoh Jun 2003 – Jun 2004.
- AJK Peperiksaan Bagi Tempoh Jun 2004 – Jun 2006.

AJK Pembangunan Sistem Pengurusan Rekod. Kerjasama antara Seniko Sdn. Bhd. dan FPM, UiTM.

BADAN PROFESIONAL

1. Ahli Malaysian Record Management Society (MARMS) 2014
<http://www.nohal.com/marms/>
2. Ahli Persatuan Capaian Maklumat dan Pengurusan Pengetahuan. No Ahli : 33
(<http://www.pecamp.org/web/senarai-ahli.html>)
3. Ahli Persatuan Pustakawan Malaysia (Librarians Association of Malaysia). No Ahli: A621. <http://www.ppm55.org/index.php>
4. Ahli Association of Information and Image Management (AIIM) <http://www.aiim.org>
5. Ahli SARBICA (South Asean Regional Branch of International Council of Archives)
<http://www2.arkib.gov.my/sarbica/>

PENULISAN, PEMBENTANGAN SEMINAR DAN PERSIDANGAN
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JURNAL

1. Razilan Abdul Kadir, Noor' Aini Ismail & **Saiful Farik Mat Yatin** (2015) The Benefits of Implementing ERP System in Telecommunications. *Procedia - Social and Behavioral Sciences*. Vol. 211, (25 November), p. 1216-1222.
doi: 10.1016/j.sbspro.2015.11.162
URL: <http://www.sciencedirect.com/science/article/pii/S1877042815055020>
2. **Saiful Farik Mat Yatin**, Ahmad Azman Mohamad Ramli, Hasnah Shuhaimi, Husain Hashim, Wan Kadir Wan Dollah, Mohd Khairulnizam Zaini, Mohd Razilan Abdul Kadir (2015) Electronic Document Management System: Malaysian Experience. *Australian Journal of Basic and Applied Science*. 8(23) Special 2014, p.82-89.
URL: <http://www.ajbasweb.com/old/ajbas/2015/Special%2016%20IPN%20KK/82-89.pdf>
3. **Saiful Farik Mat Yatin**, Nur Ainalul Mardiah Mat Nawi, Nur' Ain Ismail, Siti Aisyah Abdul Rahman, Siti Aisyah Mohamed Yusof, Siti Noorhaslinda Mohamed Ameri (2015) Audit on Knowledge Spectrum. *Australian Journal of Basic and Applied Science*. 8(23) Special 2014, p.75-81.
URL: <http://www.ajbasweb.com/old/ajbas/2015/Special%2016%20IPN%20KK/75-81.pdf>
4. Mohammad Azhan Abdul Aziz and **Saiful Farik Mat Yatin** (2015). A Conceptual Paper on Customer Satisfaction Toward Commercial Records Center Services. *Australian Journal of Basic and Applied Science*. 8(23) Special 2014, p.67-74.
URL: <http://www.ajbasweb.com/old/ajbas/2015/Special%2016%20IPN%20KK/67-74.pdf>
5. Razilan Abdul Kadir, **Saiful Farik Mat Yatin**, Muhammad Khairulnizam Zaini, Wan Ab Kadir Wan Dollah (2015). Analysing Socio-Demographic Differences in the Use of Academic Digital Libraries of Postgraduate Students in Malaysia. *Australian Journal of Basic and Applied Science*. 8(23) Special 2014, p.45-49.

- URL: <http://www.ajbasweb.com/old/ajbas/2015/Special%2016%20IPN%20KK/45-49.pdf>
6. Hasnah Shuhaimi, Norasiah Harun, Saidatul Akmar Ismail, **Saiful Farik Mat Yatin**, Zahril Shahida Ahmad (2015). Evaluation on School Resource Centre Management Courses towards Library and Media Teachers' Competency: A Conceptual Paper. *Australian Journal of Basic and Applied Science*. 8(23) Special 2014, p.31-36.
URL: <http://www.ajbasweb.com/old/ajbas/2015/Special%2016%20IPN%20KK/31-36.pdf>
 7. Wan Ab Kadir Wan Dollah, Adibah Ahmad, Muhamad Khairulnizam Zaini, Intan Nurbaizura Zainuddin, Razilan Abdul Kadir, Mohd Sazili Shahibi, **Saiful Farik Mat Yatin** (2015). Critical Success Factors of Knowledge Sharing: A Case Study in a University Library. *Australian Journal of Basic and Applied Science*. 8(23) Special 2014, p.90-95.
URL: <http://www.ajbasweb.com/old/ajbas/2015/Special%2016%20IPN%20KK/90-95.pdf>
 8. **Saiful Farik Mat Yatin**, Shaharom TM Sulaiman, Hasnah Shuhaimi, Mansor Ibrahim & Mirahida Murad (2014). Reading Habits and Reading Activities: a bibliometric study. *Australian Journal of Basic and Applied Science*. 8(23) Special 2014, 163-170.
URL: <http://ajbasweb.com/old/ajbas/2014/Special%2013/163-170.pdf>
 9. Hasnah Shuhaimi, Norasiah Harun, Saidatul Akmar Ismail, **Saiful Farik Mat Yatin** & Mansor Ibrahim (2014). Preliminary Insight of Profesional Competencies for Libraries and Media Teachers. *Australian Journal of Basic and Applied Science*. 8(23) Special 2014, 120-124.
URL: <http://ajbasweb.com/old/ajbas/2014/Special%2013/120-124.pdf>
 10. Noor'Aini I, **Saiful Farik, M.Y**, Razilan Abdul Kadir (2014). An empirical study on effectiveness of ERP system. *Australian Journal of Basic and Applied Science*. 8(23) Special 2014, 144-150.
URL: <http://ajbasweb.com/old/ajbas/2014/Special%2013/144-150.pdf>
 11. Ismail Samadi, Mohamad Noorman Masrek & **Saiful Farik Mat Yatin** (2014) The Effect of Individual Characteristics and Digital Library Characteristics on Digital Library Effectiveness: A Survey at University of Tehran. *World Applied Sciences Journal, Vol. 30 (Innovation Challenges in Multidiciplinary Research & Practice)*: 214-220. ISSN 1818-4952.
DOI: 10.5829/idosi.wasj.2014.30.icmrp.28
URL: [http://www.idosi.org/wasj/wasj30\(icmrp\)14/28.pdf](http://www.idosi.org/wasj/wasj30(icmrp)14/28.pdf)
 12. Mohamad Zhahir Yaacob and Saiful Farik Mat Yatin (Nov. 2012). Critical Success Factors for Information System Outsourcing in Malaysian Electronic Government. *International Journal of Electronic Governance and Research* Vol.1 (2), 107-112.
URL: <https://drive.google.com/file/d/0B1MScTUzhQtaV25pOVQ2ZmJUS1E/view>

13. **Saiful Farik Mat Yatin**, Raja Abdullah Raja Yaacob, Khairul Mizan Taib & Adnan Jamaludin (2010). Document Imaging Systems: Key to Electronic Government in Malaysia. *Journal of E-Government Studies and Best Practices*, Vol.2010, 10 p. (ISSN 2155-4137) URL: <http://www.ibimapublishing.com/journals/JEGSBP/2010/813242/813242.pdf>
14. Khairul Mizan Taib, **Saiful Farik Mat Yatin**, Abdul Rahman Ahmad & Ahmad Nazri Mansor (2008). Knowledge Management and Competitive Intelligence: a synergy for organizational competitiveness in the K-economy. *Communications of the IBIMA*, Vol.6 (2008), p. 25-34. URL: <http://www.ibimapublishing.com/journals/CIBIMA/volume6/v6n5.pdf>

PROSIDING, PERSIDANGAN DAN PEMBENTANGAN SEMINAR

1. Mohammad Azhan Abdul Aziz, **Saiful Farik Mat Yatin** and Nurussobah Hussin (2015). Commercial Records Center in Malaysia: a review of the benefits and challenges. *International Conference in Information Science*, Shah Alam, 7 – 8 Dis
2. Razilan Abdul Kadir, **Saiful Farik Mat Yatin** & Noor'Aini Ismail (2015). Evaluating the Role of Service Quality in ERP Effectiveness in Telecommunication. *Proceedings of the 2nd Global Conference on Business and Social Sciences on "MULTIDISCIPLINARY PERSPECTIVE ON MANAGEMENT AND SOCIETY"* (MPMS-2015), Bali, Indonesia. (ISBN: 978-967-13147-0-8). URL: <http://www.sciencedirect.com/science/article/pii/S1877042815055020>
3. **Saiful Farik Mat Yatin**, Nurul Huda Md Yatim & Ahmad Azman Mohammed Ramli (2015). Petunjuk Prestasi Utama (KPI) Pengurusan Masjid di Negeri Selangor: keperluan pengurusan rekod. *Persidangan Perpustakaan Masjid Peringkat Kebangsaan 2015 Sempena Sambutan Jubli Emas Masjid Negara di Masjid Negara*, 10-11 Ogos. URL: <http://myrepositori.pnm.gov.my/handle/123456789/4050>
4. Mirahida Binti Murad, Mansor Bin Ibrahim, Khairusy Syakirin Has Yun Hashim, **Saiful Farik Bin Mat Yatin** and Shaharom TM Sulaiman (2015). An Assessment of Physical Factors that Influencing Reading Habits of Secondary School Students in Gombak District, Kuala Lumpur, Malaysia. *Proceeding of the 10th Global Engineering, Science and Technology Conference*. 2-3 Jan 2015. BIAM Foundation, Dhaka, Bangladesh URL: <http://prisma.uitm.edu.my/prisma/view/viewPdf.php?pid=58645>
5. Hasnah Shuhaimi, Norasiah Harun, Saidatul Akmar Ismail, **Saiful Farik Mat Yatin** & Mansor Ibrahim (2014). Profesional Competencies: challenges for Libraries and Media Teachers. *Proceeding of National Postgraduate Conference on Education 2014 in Langkawi, Malaysia* organized by International Postgraduate Network (IPN) 17-19 Okt 2014. URL: <http://ipnproceeding.weebly.com/uploads/4/1/6/5/41655287/001-npcedu.pdf>

6. Ismail Samadi, Mohamad Noorman Masrek & **Saiful Farik Mat Yatin** (2014) The effect of individual characteristics and digital library characteristics on Digital Library Effectiveness: a survey at University of Tehran. *Proceedings of the International Conference on Innovation Challenges in Multidisciplinary for Research and Practice (ICMRP2013)* organized by Global Illuminators, Kuala Lumpur 13-14 Dec 2013. p.10. ISBN 978-969-9347-15-3
URL: <http://prisma.uitm.edu.my/prisma/view/viewPdf.php?pid=37548>
7. **Saiful Farik Mat Yatin**, Azweena Afiza Adenan, Shaharom TM Sulaiman, Mansor Ibrahim & Mirahida Murad (2014) Bibliometric Study on Reading Habits in Malaysia: analysis of published materials between 1962- 2012. *Proceedings of the 7th. World Congress of Muslim Librarians and Information Scientists (WCOMLIS)* in Shah Alam, Malaysia organized by FPM, PTAR, IIUM, USIM, PNM 25-26 Feb 2014. p. 87-95. ISBN: 9789834277154
URL: <http://prisma.uitm.edu.my/prisma/view/viewPdf.php?pid=54872>
8. **Saiful Farik Mat Yatin**, Saiful Bakhtiar Othman, Shaharom TM Sulaiman, Mansor Ibrahim & Mirahida Murad (2013) Bibliometric Study In Reading Activities And Reading Concepts. *Kuala Lumpur International Book Conference 2013*. Organized by Yayasan Pembangunan Buku Negara (YPBN), Universiti Kuala Lumpur (UniKL) & The Oxford Centre of Excellence (Oxcell), United Kingdom at PWTC. 11 Disember 2013.
URL: <http://prisma.uitm.edu.my/prisma/view/viewPdf.php?pid=36034>
9. Ahmad Azman Mohammed Ramli, **Saiful Farik Mat Yatin** & Irwan Kamaruddin Abdul Kadir (2013). Pandangan Al-Quran Terhadap Rekod: suatu pengenalan. *Seminar Penyelidikan Pemikiran & Kepimpinan Melayu Siri 2/2013*, UiTM, 12 Disember 2013
URL: <http://prisma.uitm.edu.my/prisma/view/viewPdf.php?pid=36039>
10. **Saiful Farik, M.Y**, Raja Abdullah, R.Y, Yap, B.W (2013) Document Imaging System Effectiveness and Usage in Public Organizations. *Proceedings of the International Symposium on Information Science and Information Management (IS&IM2013)*. Organized by Department of Cultural Vocation Development, National Taipei University of Technology & International Business Academics Consortium (IBAC) November 6-8, 2013, Bangkok, Thailand. ISSN: 2309-3803. **Paper ID: 2010**
URL: <http://prisma.uitm.edu.my/prisma/view/viewPdf.php?pid=36023>
11. Razilan Abdul Kadir, Shazana Mustafa, **Saiful Farik, M.Y** & Noor' Aini I (2013) EIS/ERP System for Real-Time Information Sharing: Impact and Benefits on Supply Chain Management. *Proceedings of the Symposium on Information Science and Information Management (IS&IM2013)*. Organized by Department of Cultural Vocation Development, National Taipei University of Technology & International Business Academics Consortium (IBAC) November 6-8, 2013, Bangkok, Thailand. ISSN: 2309-

3803. **Paper ID: 2011**
URL: <http://prisma.uitm.edu.my/prisma/view/viewPdf.php?pid=34103>
12. Noor' Aini I, **Saiful Farik, M.Y**, Razilan Abdul Kadir, Shazana Mustafa (2013) Measuring ERP Effectiveness in Telecommunications Industry. *Proceedings of the Symposium on Information Science and Information Management (IS&IM2013)*. Organized by Department of Cultural Vocation Development, National Taipei University of Technology & International Business Academics Consortium (IBAC) November 6-8, 2013, Bangkok, Thailand. ISSN: 2309-3803. **Paper ID: 2018**
URL: <http://prisma.uitm.edu.my/prisma/view/viewPdf.php?pid=34104>
13. **Saiful Farik Mat Yatin**, Mohd Zairul Masron, Husain Hashim & Abd Rashid Abd Rahman (2013) Menangani Cabaran Penyebaran Maklumat Dikalangan Gen-Y. *Seminar Pembangunan Modal Insan (SEMAI) 2013: Meneroka Modal Insan Generasi Y* di Kolej Teknologi Darul Naim pada 28 September 2013.
URL: <http://prisma.uitm.edu.my/prisma/view/viewPdf.php?pid=36029>
14. Husain Hashim, Abd Rashid Abd Rahman, **Saiful Farik Mat Yatin** & Mohd Zairul Masron (2013) **Pengurusan Pengetahuan: membangun modal insan melalui pendekatan insani**. *Seminar Pembangunan Modal Insan (SEMAI) 2013: Meneroka Modal Insan Generasi Y* di Kolej Teknologi Darul Naim pada 28 September 2013.
URL: <http://prisma.uitm.edu.my/prisma/view/viewPdf.php?pid=74882>
15. **Saiful Farik Mat Yatin** dan Mohamad Zhahir Yaacob (2012). Critical Success Factors for Information System Outsourcing in Malaysian Electronic Government. *Academic Colloquium in Information Science and Information Management Universiti Teknologi MARA (UiTM) & Sukhothai Thammathirat Open University (STOU)*. Sukhothai Thammathirat Open University (STOU). September 18th – 22nd, 2012
URL: <http://prisma.uitm.edu.my/prisma/view/viewPdf.php?pid=11147>
16. Shaharom TM Sulaiman, **Saiful Farik Mat Yatin**, Wan Ab Kadir Wan Dollah & Haslinda Hussaini (2011) Book Reviews in Malaysian Selected Islamic Periodicals: A Preliminary Observation. *Proceedings of the 6th. World Congress of Muslim Librarians and Information Scientists (WCOMLIS)* organized by IIUM, FPM & USIM in Kuala Lumpur, Malaysia 16-17 Nov 2011. URL:
<http://myrepositori.pnm.gov.my/bitstream/123456789/3080/1/25BookReviewsInMsianIslamicPeriodicals.pdf>
17. Nurulhuda Md Yatim, **Saiful Farik Mat Yatin**, Jannatul Iza Ahmad Kamal & Siti Khairunnisa Sheikh Abd Mutalib. (2011) Key Performance Indicator (KPI) of Mosque Management in the State of Selangor: Records Management Perspective. *Proceedings of the 6th. World Congress of Muslim Librarians and Information Scientists (WCOMLIS)* organized by IIUM, FPM & USIM in Kuala Lumpur, Malaysia 16-17 Nov 2011. URL:
<http://myrepositori.pnm.gov.my/bitstream/123456789/3067/1/12KPIOfMosqueManage>

[mentInSelangor.pdf](#)

18. Shahrarom TM Sulaiman and **Saiful Farik Mat Yatin** (2011) Senario budaya membaca di Malaysia: isu dan cabaran. *Seminar Pencinta Buku Malaysia Peringkat Negeri Perak* di Perak Techno Trade Center, Ipoh Perak, Malaysia 12-13 Oktober 2011
URL: <http://prisma.uitm.edu.my/prisma/view/viewPdf.php?pid=36048>
19. Athirah Omar, Khairul Mizan Taib, Siti Munira Yasin, Dang Merduwati Hashim, and **Saiful Farik Mat Yatin** (2011). Factors Affecting Knowledge Sharing among Undergraduate Students in a Public University in Malaysia. In Khalid S. S. (Ed.), *Innovation and Knowledge Management: A Global Competitive Advantage: Proceedings of the 16th International Business Information Management Association Conference*. June 29-30, 2011. Kuala Lumpur (pp. 1954-1964). URL: <http://prisma.uitm.edu.my/prisma/view/viewPdf.php?pid=20449>
20. **Saiful Farik Mat Yatin**, Raja Abdullah Raja Yaacob, Khairul Mizan Taib & Adnan Jamaludin (2009). Document Imaging Systems (GOE-EGDMS): 1 of 7 Flagships in Malaysian E-Government. *Proceedings of the 12th IBIMA Conference on Creating Global Economies through Innovation and Knowledge Management: Theory & Practice*, Hotel Istana, Kuala Lumpur pada 29 – 30 Jun 2009. p.1374-1381. (ISBN: 978-0-9821489-1-4)
URL: <http://prisma.uitm.edu.my/prisma/view/viewPdf.php?pid=38>
21. **Saiful Farik Mat Yatin** dan Shahrarom TM Sulaiman (2007). Pembinaan Sumber-Sumber Maklumat dalam Pendidikan Islam. *Seminar Serantau Islam Hadhari 2007 anjuran Sekretariat Islam Hadhari (Projek Khas YAB Perdana Menteri)* Fakulti Pendidikan, UM & Jabatan Pendidikan Islam dan Moral (JAPIM) Kementerian Pelajaran Malaysia di Hotel Grand Seasons, Kuala Lumpur pada 11.08.2007.
22. Shahrarom TM Sulaiman and **Saiful Farik Mat Yatin** (2004). *Peluang-peluang pendidikan dalam bidang kepustakawanan*. Presented at the *Seminar Bulan Membaca Kebangsaan* organized by Perpustakaan Negara Malaysia (PNM), 14 July, Kuala Lumpur
23. Shahrarom TM Sulaiman and **Saiful Farik Mat Yatin** (2004). *Kedinamikan dan Penguasaan Teknologi Maklumat Kepustakaan Melayu*. Presented at Forum Teknologi Maklumat dan Telekomunikasi, organized by Dewan Bahasa dan Pustaka (DBP), 02 May, Kuala Lumpur
24. **Saiful Farik Mat Yatin** (2003). *Pengurusan Rekod dan Bahan Perpustakaan Masjid*. Presented at Seminar Perpustakaan Masjid, 11 September, Tanjong Karang, Selangor

BAB DALAM BUKU

1. Pusat Perancangan dan Maklumat Strategik (CSPI) UiTM (2016). Perancangan dan

- Pelaksanaan Rancangan Malaysia Ke-11 Universiti Teknologi MARA (UiTM), 2016-2020. UiTM Press, Shah Alam, Selangor
2. Bahagian Canseleri dan Komunikasi Korporat (2015). Buku Laporan Tahunan UiTM. UiTM Press, Shah Alam, Selangor
 3. Bahagian Canseleri dan Komunikasi Korporat (2014). Buku Laporan Tahunan UiTM. UiTM Press, Shah Alam, Selangor
 4. Bahagian Canseleri dan Komunikasi Korporat (2013). Buku Laporan Tahunan UiTM. UiTM Press, Shah Alam, Selangor
 5. Bahagian Canseleri dan Komunikasi Korporat (2012). Buku Laporan Tahunan UiTM. UiTM Press, Shah Alam, Selangor
 6. **Saiful Farik Mat Yatin** dan Shaharom TM Sulaiman (2012). Sumber-Sumber Maklumat dalam Pendidikan Islam. *In books Pengurusan Maklumat Dalam Pendidikan: menanganai cabaran keperluan maklumat* edited by Shaharom TM Sulaiman, Haslinda Hussaini, Sobariah Awang Mukhtar, Dang Merduwati Hashim, p.56-62. Fakulti Pengurusan Maklumat
 7. Saiful Farik Mat Yatin dan Shaharom TM Sulaiman (2009). Pembinaan Sumber-Sumber Maklumat dalam Pendidikan Islam. *Chapters in Book*. UPENA

ULASAN BUKU

1. **Saiful Farik Mat Yatin** (2005, April 18) Buku: Buku dan Pendidikan. *Utusan Malaysia*, pp.
2. **Saiful Farik Mat Yatin** (2005). Understanding Knowledge Management. *Jurnal Pengurusan Pengetahuan*. 1, 149-152
3. **Saiful Farik Mat Yatin** (2004, November 22). Dunia siber yang membimbangkan. *Utusan Malaysia*, pp.
4. Saiful Farik Mat Yatin (2004, September 20). Memberi sayap kepada fikiran manusia. *Utusan Malaysia*, pp.
5. **Saiful Farik Mat Yatin** (2004, July 26). Menjadikan buku sebagai kekasih. *Utusan Malaysia*, pp.

EDITOR, REVIEWER, COMPILER

1. Reviewer for International Conference in Information Science 2016 (ICSI 2016) 26-27 August 2016. URL: <http://www.icis2016.org/reviewer.html>

2. Reviewer for electronic Journal of Computer Science and Information Technology (eJCSIT) 18.03.2013 (<http://ejcsit.uniten.edu.my/index.php/eJCSIT/index>)
3. **Editor** *Jurnal Pengurusan Pengetahuan*. Fakulti Pengurusan Maklumat, 2005
4. Compiler for the Proceedings of National Seminar on Management of Corporate Memory: Key Challenges, Issues and Trends. UPENA, UiTM 2005
5. Technical Committee (Publication) for the Proceedings of International Seminar on CAMP10. Shah Alam pada 16 – 18 Mac 2010.

LAIN-LAIN SUMBANGAN & PENGLIBATAN AKADEMIK

- **Saiful Farik, M.Y.**, (2013) Data, Information & Knowledge. *Program Young Executive UiTM 19 November 2013* di Intekma Resort
- **Saiful Farik, M.Y.**, (2013) Pengenalan kepada Organisasi. *Program Transformasi Minda (PTM) UiTM Bil.4/2013*. 23 Oktober 2013 di Dewan Seminar 3&4, Pusat Latihan UiTM, Kg Gajah, Perak.
- Menghadiri ‘Public Lecture by: Prof. Haruki Nagata (University of Tsukuba) “Public Library and Users’ Lifestyle in a Changing Context” anjuran FPM di Bilik Seminar pada 10.08.2007.
- Menghadiri ‘Seminar on Postgraduate Studies of Faculty of Information Management : Research Progress & Research in Progress Presentation’ anjuran Unit Kualiti & Postgraduate Program IS990 di Dorani Bayu Resort, Sg. Besar, Selangor pada 23.07 – 24.07.2007
- Memberi ceramah dan bengkel bertajuk Pengimejan Dokumen di Kursus Rekod Perubatan anjuran FPM di Hotel Quality, Shah Alam, Selangor pada 06.12.2007.
- Menghadiri ‘Konvensyen Pengurusan Rekod’ anjuran Arkib Negara Malaysia di Putrajaya International Convention Centre (PICC), Putrajaya, Selangor pada 05.11 – 06.11.2007
- Memberi ceramah dan bengkel bertajuk Pengimejan Dokumen di Kursus Rekod Perubatan anjuran FPM di Makmal Rekod Elektronik, FPM pada 28.06.2007.
- AJK dan Pengerusi Sessi Bagi Seminar Pencinta Buku 2007 di Dewan Utama, Perbadanan Perpustakaan Awam Selangor (PPAS) anjuran PPAS, Bukuonline, RTM dan Institut Pembangunan Minda (INMIND) pada 22.04.2007
- Menghadiri Seminar ‘Library as The Knowledge Hud : meeting users’ needs’ di Bangunan Annex, UiTM anjuran FPM & Pelajar Sarjana Sains Perpustakaan pada 12.04.2007
- Menghadiri Seminar Keselamatan Maklumat di Agensi Kerajaan di Bilik Seminar FPM anjuran pelajar IS221 pada 07.03.2007
- Memberi ceramah dan bengkel bertajuk Pengimejan Dokumen di Kursus Rekod Perubatan anjuran FPM di Intekma Resort pada 23.11.2006 dan 27.11.2006.
- Menghadiri Seminar ‘Pengurusan Rekod : Praktik & Teknologi anjuran FPM di Dewan Warisan, Golden Lounge, UiTM pada 12.06.2006.
- Menghadiri Seminar ‘Enterprise Content Management – Towards Good Governance’ anjuran bersama VERSAPAC, Microsoft, HPD Systems Sdn. Bhd, HP dan TOWER Software di Eastin Hotel, Damansara pada 28.07.2005.
- Menghadiri Seminar Penutup Projek Pemeliharaan Rekod Elektronik di Sektor Awam (e-SPARK) anjuran Arkib Negara Malaysia di Sheraton Subang Hotel & Tower pada 07.12.2004.
- Naib Pengerusi ‘National Seminar On Management of Corporate Memory : Key Challenges, Issues and Trends’ anjuran Fakulti Pengurusan Maklumat (Program Pengurusan Rekod) di Convention Centre, Hotel Concorde Shah Alam pada 27.09.2004

GERAN PENYELIDIKAN

1. Mohd Razilan Abdul Kadir, Siti Noraini Mohd Tobi, **Saiful Farik Bin Mat Yatin**, Yap Bee Wah, Erne Suzila Binti Kassim (2016 - 2017). The Role of Software Engineering Factors Towards Diffusion of National Web-Based Health Information Service (WBHIS) Among Malaysian Health Consumers. FRGS Grant. (Ref: FRGS/1/2016/SS06/UITM/03/1) RM51,000.
2. Nurussobah Hussin, Norliya Ahmad Kassim, Mohd Shamsul Mohd Shoid & **Saiful Farik Bin Mat Yatin** (1 Jul 2016 – 30 Jun 2017). The Development of Electronic Records Management Functional Requirement for the Electronic Environment Compatibility at the Records and Archives Unit, UiTM. LESTARI Grant. (Ref: 600-IRMI/MyRA 5/3/LESTARI (0116/2016). RM5000.
3. Yap Bee Wah, Azlinah Mohamed, Zainab Abu Bakar, Sayang Mohd Deni, **Saiful Farik Bin Mat Yatin** & Mohammad Bakri Che Haron (1 Okt 2015 – 30 Sep 2018) Advanced Analytics Engineering Centre (AAEC) (Ref : 600-RMI/DANA 5/3/REI (16/2015). RM32,000
4. **Saiful Farik Bin Mat Yatin**, Yap Bee Wah, Mohd Zairol Masron & Nurussobah Hussin (2015 -). Quality Service Performance Model in Records Center: a case study at Commercial Records Center in Malaysia. FRGS Grant. (Ref: FRGS/1/2015/SS03/UITM/02/17) RM70,200.
5. Mansor Ibrahim, Khairusy Syakirin Has-Yun Hashim, **Saiful Farik Bin Mat Yatin**, Fadzidah Binti Abdullah, Rahimi Bin Md Saad, Ismail Bin Jasmani, Azrin Bin Mohd Din, Nurhayati Bt. Abdul Malek (2015-). Versatile Reading Kiosk Prototype Development. PRGS Grant. Collaboration with IIUM, UM & UiTM. Jumlah Pembiayaan RM200,000. (Ref: PRGS/1/2015/SSI11/UIAM/01/1)
6. Mansor Ibrahim, **Saiful Farik Bin Mat Yatin**, Shaharom TM Sulaiman et.al (2012-2015). Exploring Reading Kiosk Concept: Creating Reading Habit Among The Citizen. ERGS Grant. IIUM/504/RES/G/14/3/2/2/ERGS12-030-0030. Collaboration with IIUM, UM & UiTM. Start 01.07.2012 – 01.07.2014. Jumlah Pembiayaan RM87,000.
7. **Saiful Farik Bin Mat Yatin** (2005 – 2010). Document Imaging System: factors influencing usage and effectiveness in Malaysian public organizations. Unpublished Ph.D. UiTM, (Malaysia). Malaysia
8. **Saiful Farik Bin Mat Yatin** (1998). Pemasaran Maklumat Perdagangan dan Perindustrian di Pusat Sumber MATRADE dan BSKL: satu kajian. Unpublished BSc., UiTM, (Malaysia). Malaysia.

INVENTION INNOVATION AND DESIGN

1. IID UiTM Perak 2012 (Silver Medal). E-Model Penjawat Awam yang Kompeten untuk Mengurus Rekod Awam di Organisasi Kerajaan di Malaysia. 5 - 6 Julai 2012
2. IID UiTM Melaka 2012 (Silver Medal). Strategic Planning Implementation and Monitoring Model (SPIMM). 7 – 8 Nov 2012.
3. IID UiTM Johor 2013 (Bronze Medal). Sistem Pengkelasan Fail Yang Berkualiti Untuk Masjid-masjid Di Seluruh Malaysia. 19 September 2013
4. IIDR 2013 FPM (Gold Medal) Evaluating Digital Library Effectiveness. 18 Dec 2013
5. FPM NIIDR (Bronze Medal) Model Rekod Awam Yang Autentik Dalam Media Sosial di Malaysia. 23 November 2015
6. IID Johor 2015. (Sijil Penyertaan) Pengurusan Rekod Daripada Perspektif Kitab Al-Quran. 29 Oktober 2015

PENYELIAAN PELAJAR (KERJA KURSUS & PENYELIAAN PENYELIDIKAN)

PENYELIA UTAMA

1. 2013897786. Mohammad Azhan Bin Abdul Aziz. Commercial Record Center. PhD. Terminated.
2. 2013121925. Faiz Bin Badron. System Development Model for Mobile Applications. Terminate in Sem Sept 2015.
3. 2012589885. Siti Noraini Binti Tobi. A Study of the Intent to Fully Utilized Individual Personal Health Electronic Record (iPHER) In The Context of User Interface and Data Quality. PhD. 2012-2013. Student quit in Mac 2015.
4. 2011669426. Mohamad Zhahir Bin Yaacob. Critical Success Factors for Information System Outsourcing in Malaysian Electronic Government. PhD. Terminate in Sept 2015.
5. 2007240704. Alwi Mohd Yunus. The Development of Framework Model for Data Archive: a case study of primary research data. PhD. Terminate on Sept 2015.

PENYELIA KEDUA

1. 2010279822. Ismail Samadi. Determinants and Impacts of Digital Library Use: A Survey Among Selected Iranian Universities. PhD. Completed 2016.
2. 2012982487. Hussin Bin Ibrahim. The Information Needs of Engineering Students at UTP. PhD. Ongoing.
3. 2012605002. Noor'Aini Ismail. Measuring Enterprise Resource Planning (ERP) Effectiveness in Telecommunications Industry. Masters. Ongoing.

INDEPENDENT STUDY

1. Adlina Zubir (2004). A Study on Document Imaging System: Standard and Procedure. Unpublished BSc., UiTM, (Malaysia) Malaysia.
2. Saliza Abd Ralib (2004). The needs of Document Imaging System via Electronic Document Management System in Century Automotive Products Sdn. Bhd: a study. Unpublished BSc., UiTM, (Malaysia) Malaysia.
3. Siti Fazila Abdul Manan (2003). Teleworking: benefits and opportunities in Malaysia. Unpublished BSc., UiTM, (Malaysia) Malaysia.
4. Roslina Ab Ghani (2003). Document Imaging System at PTAR 1: a case study. Unpublished BSc., UiTM, (Malaysia) Malaysia.

5. Mohd Irfan Iskandar Mohd Fauzi (2003). The Opportunities of Broadband Implementation in UiTM. Unpublished BSc., UiTM, (Malaysia) Malaysia.
6. Ahmad Munawar Mohmad Anuar (2003). Wireless Networking: possibilities of implementing in UiTM. Unpublished BSc., UiTM, (Malaysia) Malaysia.

LATIHAN DAN KURSUS

- Workshop on ATLAS.ti – 24.06.2008 hingga 25.06.2008 di Makmal Rekod Elektronik, FPM.
- Kursus Penilaian Tahap Kecekapan (PTK) Pensyarah UiTM 2008 – 15.06.2008 hingga 21.06.2008 di Intekma Resort & Convention Center Shah Alam. Kumpulan: TK5/525. Keputusan : IV/IV
- Kursus Atlet Cemerlang 2007 – 08.06.2007 hingga 14.06.2007 di Dewan Kuliah B, Bangunan S&T, Aras 6, Menara 2, Fakulti Kejuruteraan Elektrik, UiTM Shah Alam, anjuran Jabatan Pembangunan Sumber Manusia, UiTM.
- Workshop on XML, PDF and Digital Preservation – 23.09.2006 di Makmal Rekod Elektronik, FPM.
- Bengkel ‘Refworks’ di Makmal Komputer, FPM, UiTM – 15.09.2006
- Bengkel ‘Hands On’ Sofwer Akademik (ENDNOTE 9.0) – 04.07.2006 di Makmal Komputer, Aras 4, Institute of Leadership & Quality Management (iLQaM), UiTM
- Bengkel ‘Hands On’ Sofwer Akademik (SPSS 12.0) – 29.06.2006 di Makmal Komputer, Aras 4, Institute of Leadership & Quality Management (iLQaM), UiTM
- Kursus Kaedah Penyelidikan – 20.06.2005 hingga 25.06.2005 di Aras 4, Institute of Leadership & Quality Management (iLQaM), UiTM
- Workshop on Academic Articles for Magazines – 26.01.2005 hingga 27 .01.2005 di Dewan Annexe, UiTM.
- Kursus Penilaian Tahap Kecekapan (PTK) Pensyarah UiTM 2004 – 18.10.2004 hingga 30.10.2004 di Intekma Resort & Convention Center Shah Alam. Kumpulan: TK3/39F. Keputusan : Aras IV.
- Kursus Asas Pengajaran – 18.11.2002 hingga 26.11.2002 di Pusat Sumber Pengajaran dan Pembelajaran, UiTM.
- Kursus Induksi Khusus Bil. 39/2002 – 28.10.2002 hingga 30.10.2002 di Dewan Latihan Utama, Jabatan Pembangunan Sumber Manusia, UiTM
- Kursus Induksi Umum Bil. 53/2002 – 10.10.2002 hingga 26.10.2002 di Dewan Latihan Utama, Jabatan Pembangunan Sumber Manusia, UiTM
- ‘Human Relations Skills & Techniques’ di Singapore Institute of Management dari 25.06.2001 hingga 26.06.2001

Pengalaman kerja di Malayan Banking Berhad (Maybank)

16 Oktober 1998 – 31 Oktober 2001

Pegawai Bank di Malayan Banking Berhad (MBB)

Human Resource Information System & Data Management, Human Resource Division (HRD)

- Bertanggungjawab dalam memastikan data-data yang dimasukkan ke dalam sistem adalah tepat.
- Terlibat secara langsung di dalam pembangunan sistem Human Resource Information System (HRIS)
- Memastikan rekod-rekod staf MBB sentiasa di kemaskini.
- Menjana laporan-laporan yang dikehendaki oleh unit-unit lain di dalam Jabatan Sumber Manusia dan Jabatan-jabatan lain bagi tujuan perancangan dan membuat keputusan.
- Mengendalikan 4 sistem utama iaitu :

1. Peodesy (People Odessy)

Sistem pertukaran dan pergerakan staf seperti staf berhenti, dibuang, bertukar dan sebagainya.

2. PSMast

Sistem utama bagi data-data dan maklumat peribadi staf.

3. ESOS (Employee Share Option Scheme)

Memastikan data-data berkenaan dengan syer staf MBB sentiasa di kemaskini.

4. SAP

Sistem yang terbaru yang menggabungkan 2 sistem utama iaitu Peodesy dan PSMast.

Recruitment & Placement Unit, HRD

- Melibatkan diri dalam tugas-tugas temuduga peringkat kerani, pegawai dan pengurus.
- Mengendalikan dan memastikan kesemua staf Jabatan Perbankan Elektronik (E-Banking Division) adalah mencukupi dan berkemahiran.
- Menyediakan laporan sokongan bagi pengambilan pengurus-pengurus baru.
- Bertanggungjawab dalam mengendalikan pengambilan staf baru bagi negeri Johor, Melaka dan Negeri Sembilan.
- Memastikan peralatan komputer sentiasa dalam keadaan sempurna
- Membangunkan sistem-sistem kecil bagi mempercepatkan operasi dan juga pentadbiran unit ini.

Merging Project (MBB-Pacific Bank – Phileo-Allied)

- Terlibat secara langsung di dalam Projek Penggabungan Bank Antara Maybank, Phileo-Allied Bank dan Pacific Bank.
- Menyediakan laporan-laporan yang dikehendaki terutama di dalam memastikan persamaan faedah yang bakal dinikmati oleh staf Phileo-Allied dan Pacific Bank.

KHIDMAT MASYARAKAT

- Setiausaha, Masjid Saujana Utama, Sungai Buloh Country Resort 2016-2018.
- Setiausaha Koperasi Kariah Masjid Saujana Utama Sg Buloh Berhad (B-3-1534) 2015 -
- Setiausaha, Masjid Saujana Utama, Sungai Buloh Country Resort 2012 -2015.
- Setiausaha, Sekolah Rendah Islam Madinatul Ilmi, Masjid Saujana Utama, Sungai Buloh Country Resort 2010 -
- Penolong Setiausaha, Masjid Saujana Utama, Sungai Buloh Country Resort 2010 -2013.
- Timbalan Setiausaha Surau Al-Ikhwan, Taman Saujana Utama 2, Sungai Buloh Country Resort 2009 – 2010.
- Timbalan Pengerusi Persatuan Penduduk Taman Saujana Utama 2, Sungai Buloh Country Resort 2009 – 2012
- Setiausaha Surau Al-Ikhwan, Taman Saujana Utama 2, Sungai Buloh Country Resort 2008 – 2009.
- Timbalan Pengerusi Bagi Kawasan Rukun Tetangga Taman Saujana Utama 2, Sungai Buloh Country Resort 2007 -
- AJK Biro Kebajikan dan Keceriaan Surau Al-Ikhwan, Taman Saujana Utama 2, Sungai Buloh Country Resort 2007 – 2008.
- Penolong Bendahari Bagi Persatuan Pelajar-pelajar Lulusan Ijazah UiTM (UiTM Post-Graduate Society -UiPGS) 2006/2007
- Penasihat Persatuan Pelajar Fakulti Pengurusan Maklumat – SH 036 Universiti Teknologi MARA Bagi Sesi 2003/2005
- Ahli Kesatuan Kakitangan Akademik Universiti Teknologi MARA (MITASA). No Ahli 2058.
- Ahli Koperasi Kakitangan UiTM. No Ahli 7777.
- Shaharom TM Sulaiman and Saiful Farik Mat Yatin (2004). *Motivasi Membaca Menerusi Sumber Rujukan Atas Talian (On-Line)*. Presented at Projek Menara Gading Fasa IV 2004/2005, 06 August, Pusat Latihan UMNO Malaysia Janda Baik, Pahang
- Shaharom TM Sulaiman and Saiful Farik Mat Yatin (2004). *Konsep Membaca dan Keperluan Maklumat*. Presented at Projek Menara Gading Fasa IV 2004/2005, 05 June, Selesa Hillhomes, Pahang

SUKAN

- Menjadi Jurulatih UiTM (Sepaktakraw) dalam Kejohanan Sukan Staf Antara Universiti di UniMAP (Universiti Malaysia Perlis), pada 14.06.2007 hingga 21.06.2007.
- Mewakili UiTM (Sepaktakraw) dalam Kejohanan Sukan Staf Antara Universiti di UniMAP (Universiti Malaysia Perlis), pada 14.06.2007 hingga 21.06.2007.
- Mewakili UiTM (Sepaktakraw) dalam Kejohanan Sukan Persatuan Badan-badan Berkanun Malaysia di UiTM Perlis pada 24.06.2006 hingga 30.06.2006.
- Mewakili UiTM (Sepaktakraw) dalam Kejohanan Sukan Staf Antara Universiti di UPM, Serdang pada 28.05.2006 hingga 03.06.2006.
- Johan Sepaktakraw Antara Regu. Karnival Sukan Staf UiTM ke 10, UiTM Machang pada 03.09.2005 hingga 06.09 2005
- Mewakili UiTM (Bolasepak) dalam Kejohanan Sukan Staf Universiti-Universiti Malaysia Ke-27 di UIAM pada 12.06.2002 hingga 18.06.2002
- Mewakili UiTM (Bolasepak) dalam Kejohanan Sukan Badan Berkanun Malaysia di UUM Sintok
- Mewakili UiTM Shah Alam (Sepaktakraw) dalam Kejohanan Sukan Staf Antara Kampus di UiTM Perlis
- Mewakili UiTM Shah Alam (Sepaktakraw) dalam Karnival Hari Keluarga UiTM di UiTM Perak.
- Ketua Kontingen dan Ahli Jawatankuasa Perasmian Bagi Sukan Antara Fakulti (SAF) 2002 & 2004.
- Johan dalam acara Sepaktakraw Kejohanan Sukan Staf UiTM Shah Alam anjuran KKU & KSK 2004.
- Mewakili MBB (Sepaktakraw) dalam Kejohanan Sukan Antara Bank-Bank Malaysia
- Mewakili HRD dalam Kejohanan Sukan dan Hari Keluarga Maybank (Bola Tampar dan Bowling)
- Mewakili Malaysia dalam acara Sepaktakraw dalam 9th. ASEAN UNIVERSITY GAMES di Bandar Seri Begawan pada 20.07.1996 hingga 26.07.1996.
- Mewakili ITM dalam acara Sepaktakraw dalam Kejohanan Sukan Universiti Malaysia (SUKMAS) dari tahun 1995 hingga 1998.
- Mewakili negeri Pahang acara Sepaktakraw dalam SUKAN MALAYSIA V di Perak Darul Ridzuan pada 09.06.1994 hingga 18.06.1994.

