



HAJJAH WAN ZALEHA W MD GHAZALI

CII (Insurance) UiTM, MIM-CPT

Wan Zaleha is a qualified Professional Executive Secretary with over 23 years' extensive experience providing thorough and skillful administrative support to Managing Directors, Vice Presidents and other Senior Executives in Multi National Companies (MNC's) and various well established Organisations such as Siemens, Malaysia Airport Berhad, Renong Berhad and Malaysia Digital Economy Sdn Bhd (MDeC) through out the years.

Wan Zaleha, who is currently self employed is Business Studies graduate, majoring in Insurance from ITM (currently known as UiTM), also holds a Private Secretary's Diploma Certificate (PSC) from Ken Laurel College.

Presently, she is an approved Certified Professional Trainer by Malaysian Institute of Management & PSMB (Pembangunan Sumber Manusia Bhd) Training Provider.

In 2012, Wan Zaleha has been appointed as one of the Panel Specialist in developing the National Occupational Skills Standard (NOSS) curriculum for Administrative Secretary by Jabatan Pembangunan Kemahiran (JPK), Ministry of Human Resource Malaysia.

Wan Zaleha, a MAPSA member since 2009 enjoys teaching, coaching and mentoring others with good abilities in developing positive relationships with co-workers and business associates.