Name : Tan Khai Xuan 

Age :23

Gender : Female

Phone :019-488-0171

Email : [tankhaixuan0812@gmail.com](mailto:tankhaixuan0812@gmail.com)

Status : Single

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**ABOUT ME**

I understand quantity surveying well because I work hard and very interested in it. Eager to transition theory into practice. I am actively seeking a job opportunity where I can apply my theoretical knowledge, analytical skills, and determination to contribute to the company’s growth.

**EDUCATION**

UPSR 2A

2008 - 2013 - SMJK (C) SIN MIN

SPM 7A

2014 - 2018 - SMJK SIN MIN

Diploma in Quantity Surveying 3.50/4.0

2019 - 2021 - Tunku Abdul Rahman University College

Bachelor Degree in Quantity Surveying 3.40/4.0

2021- 2024 - Tunku Abdul Rahman University Management and Technology

WORK EXPERIENCE

May 2021 - Aug 2021

Quantity Surveyor - Intern - Jesin Construction Sdn Bhd

Job Scope: Prepare Taking Off List, Measurement, Site Reporting

Nov 2023 – May 2024

Quantity Surveyor - Intern – IJM Land Management Services Sdn Bhd

Job Scope: Prepare Tender Report, Tender Schedule, Payment Certificate, Department Meetings, Go through Tender Process

**SKILLS**

**Tools**-Mircosoft Excel, Word, Power Point

**Related Coursework** -Measurement, Construction Law, Professional Practice, Software Application

**Soft Skills -**Teamwork, Problem Solving, Time Management, Multitasking, continuous learning

**LANGUAGES**

Mandarin

English

Malay

Hokkien

**ACTIVITIES IN SCHOOL**

Ahli Aktif dalam Kadet Polis

Year 2014 – 2018

Sijil Pemenang Dalam Pertandingan Kawad Kaki

Committee of Sukan Basketball

Year 2014 – 2018

Committee of Kelab Matematik

Year 2014 -2018

Sijil Pencapaian Menyertai Program Usahawan Muda Keempat