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| **KELVIN LAI JIA YUNG****CONTACT** **Address:**226,Taman Millennium Height Phase 2, Jalan Bundusan88300 Kota KinabaluSabah, Malaysia**Phone:**(+60) 146797328**Email:**[kelvin930103@gmail.com](%22%20%20%22mailto%3Achristoper.m%40gmail.com)**LANGUAGES****Language Spoken /Written**English **8 / 8**Chinese **8** **/ 8**Bahasa Malaysia **8 / 8****PERSONAL PARTICULAR****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date of Birth : 3rd January 1996Nationality :MalaysianRace :ChineseReligion : BuddhismGender : MaleIC No. : 960103 - 12 - 5243Possess Own Transport:YesAvailability : Single**EXPECTED SALARY**RM 4,000/ SGD 4,000 |  | **OBJECTIVE** To get the opportunities to learn new things and accept challenges. Ability to gain expertise in handling jobs and work well among colleagues. I would like to learn to produce much work even though working under pressure. Learn to build good relationships with colleagues or supervisors inside the organization.**WORK EXPERIENCE****BINA PURI CONSTRUCTION SDN BHD**Job level : Consultant (trainee)Company industry : ConstructionYear joined : 2016 (16th May 2016 to 13th August 2016)Job description : * Taking-off quantities for the Sabah Administration Centre project and KK Times Square Phase 2 using AutoCAD
* Create new letter of award for selected sub-contractor
* Create new Bills of Quantities for sub-contractor
* Arithmetical error check for Proforma Bills of both projects
* Execute variation order for part of Sabah Administration Centre project

**PQS SETIA KONSULT**Job Level : Consultant (trainee)Company industry : ConsultantYear joined : 2017-2018 (16th October 2017-14th April 2018)Job description :* Taking off measurement for building and civil works for both private and government project
* Arithmetical and pricing check in Bills of Quantities (BoQ) for building works
* Variation order for progress claim purpose
* Create new tender report for client purpose
* Create new letter of award for client purpose
* Site visit and inspection for housing project progress purpose

**EVERGREEN (1979) TRADING SDN. BHD.**Job Level : Assistant Site EngineerCompany industry : RetailYear joined : 24th Feb 2020- 9th April 2022Job description : * Assist in designing, developing and executing outlet renovation projects
* Analyze construction problems and recommend corrective actions
* Order and stock construction materials and racking accessories to avoid shortage
* Determine schedule, manpower , material and equipment requirements to execute outlet renovation projects
* Evaluating all products and processes and ensuring standardization of quality assurance measures
* Ensuring all expenses stay within the allocated budget
* Providing assistance to different department staffs or sub- contractors
* Producing AUTO CAD drawings according to specifications
* Collaborating with other sub-contractors and workers to design, develop, test, and improve products and engineering processes
* Assist in apply trading license, electricity & water for each new outlet renovation projects

**INAZUME (M) SDN. BHD.**Job Level : Site Quantity SurveyorCompany industry : ConstructionYear joined : 9th May 2022- PresentJob description : * Liaise with subcontractors for workdone progress claim verification
* Prepare master checklists/ summary for variation order purpose
* Prepare & estimate quantities,cost & time scales quotation for backcharge other subcontractors /client/main contractor
* Prepare daily site diary report
* Prepare weekly/monthly site progress report
* To attend weekly or interim site/project meetings
* To estimate materials quantities needed to order for each project

**EDUCATION****Bachelor Degree in Quantity Surveying 2016-2019** Major : Quantity SurveyingInstitute/University : Tunku Abdul Rahman University College (KL Main Campus)**Diploma in Quantity Surveying 2014-2016**Major : Quantity SurveyingInstitute/University : Tunku Abdul Rahman University College (Penang Branch Campus)**High School**  **2009-2013**Major : CommerceSchool : SM Shan Tao**ADDITIONAL SKILLS** MS Word : IntermediateMS Power Point : IntermediateMS Excel : IntermediateAUTO CAD : IntermediateWPS Office : IntermediateSystems : Windows 11, Window 10, Window 8, Windows 7/Vista, Window XP, 98 and olderSoftware : Microsoft Office (Excel, Words and Power Point), Open Office.org 3.2, AUTOCAD software, Binalink, Buildsoft, Primavera, Microsoft Project,SPSS Statistics, WPS officePersonal :- * Ability to work in a team or work independently
* Ability to work under pressure and overtime
* Good time management skills
* Good written and verbal communication skills in English, Mandarin and Malay
* Always be punctual to work
* Ability to multi-tasking, priortize and delegate tasks properly
* Have a desire or willingness to learn
* Ability to tolerate changes and uncertainty
* Always hardworking especially on site working
* Good in planning & organization skills and managing resources
* Able to make arithmetical check

**REFERENCES**The following person has agreed to provide any additional information regarding my qualifications and character:1. **Pn Nafisah Ya’cob @ Ya’acob**
* Designation : Lecturer
* Relationship : Internship Coordinator
* Address : Tunku Abdul Rahman University College, Kuala Lumpur
* Email : [nafisahyy@acd.tarc.edu.my](%22%20%20%22mailto%3Anafisahyy%40acd.tarc.edu.my)
1. **Sr Kent Pan Chien Phei**
* Designation : Principal Quantity Surveyor
* Relationship : Superior
* Address : PQS Setia Konsult, 2nd Floor, Block B, Damai Plaza Phase 4, 88300 Kota Kinabalu, Sabah
* Email : [pqssetiakonsult@gmail.com](%22%20%20%22mailto%3Apqssetiakonsult%40gmail.com)
1. **Sr Norhaizan Binti Yusoff**
* Designation : Lecturer
* Relationship : Academic Advisory
* Address : Tunku Abdul Rahman University College, Kuala Lumpur
* Email **:** [norhaizany@tarc.edu.my](%22%20%20%22mailto%3Anorhaizany%40tarc.edu.my)
1. **Mr P’ng Ngee Yew**
* Designation : Director
* Relationship : Superior
* Address : Evergreen (1979) Trading Sdn Bhd (125339-T), Wong Kwok Commercial Centre, Bandar Penampang Baru, 89500 Kota Kinabalu, Sabah
* Mobile No.: 011-2724 3932
1. **Mr James Chong Chew Kien**
* Designation : Quantity Surveyor & Project Coordinator
* Relationship : Colleague
* Address : Evergreen (1979) Trading Sdn Bhd (125339-T), Wong Kwok Commercial Centre, Bandar Penampang Baru, 89500 Kota Kinabalu, Sabah
* Mobile No.: 010-824 3934
1. **Mr Derrick Lim Kok Seng**
* Designation : Managing Director
* Relationship : Superior
* Address : 99D, Lorong Selamat, 10400 Georgetown, Pulau Pinang
* Mobile No.: 012-498 1226

**ADDITIONAL INFORMATION*** Reason of leaving last employment: To gain more experience and new working environment
* Notice period: 1 month
* Last drawn salary (in MYR): 3,700 per month
* Member of RISM (Royal Institution of Surveyors Malaysia)
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