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| **KELVIN LAI JIA YUNG**    **CONTACT**  **Address:**  226,Taman Millennium Height  Phase 2, Jalan Bundusan  88300 Kota Kinabalu  Sabah, Malaysia  **Phone:**  (+60) 146797328  **Email:**  [kelvin930103@gmail.com]("  "mailto:christoper.m@gmail.com)  **LANGUAGES**  **Language Spoken /Written**  English **8 / 8**  Chinese **8** **/ 8**  Bahasa Malaysia **8 / 8**  **PERSONAL PARTICULAR**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Date of Birth :  3rd January 1996  Nationality :  Malaysian  Race :  Chinese  Religion :  Buddhism  Gender :  Male  IC No. :  960103 - 12 - 5243  Possess Own Transport:  Yes  Availability :  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 : Construction  Year 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 : Consultant  Year 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 Engineer  Company industry : Retail  Year joined : 24th Feb 2020- 9th April 2022  Job 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 Surveyor  Company industry : Construction  Year joined : 9th May 2022- Present  Job 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 Surveying  Institute/University :  Tunku Abdul Rahman University College (KL Main Campus)  **Diploma in Quantity Surveying 2014-2016**  Major : Quantity Surveying  Institute/University :  Tunku Abdul Rahman University College (Penang Branch Campus)  **High School**  **2009-2013**  Major : Commerce  School : SM Shan Tao  **ADDITIONAL SKILLS**  MS Word : Intermediate  MS Power Point : Intermediate  MS Excel : Intermediate  AUTO CAD : Intermediate  WPS Office : Intermediate  Systems : Windows 11, Window 10, Window 8, Windows 7/Vista, Window XP, 98 and older  Software : Microsoft Office (Excel, Words and Power Point), Open Office.org 3.2, AUTOCAD software, Binalink, Buildsoft, Primavera, Microsoft Project,SPSS Statistics, WPS office  Personal :-   * 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]("  "mailto:nafisahyy@acd.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]("  "mailto:pqssetiakonsult@gmail.com)  1. **Sr Norhaizan Binti Yusoff**  * Designation : Lecturer * Relationship : Academic Advisory * Address : Tunku Abdul Rahman University College, Kuala Lumpur * Email **:** [norhaizany@tarc.edu.my]("  "mailto:norhaizany@tarc.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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