

Name : Noor Anis Binti Abdullah  
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Age: 34 year old

Possess Own : Car

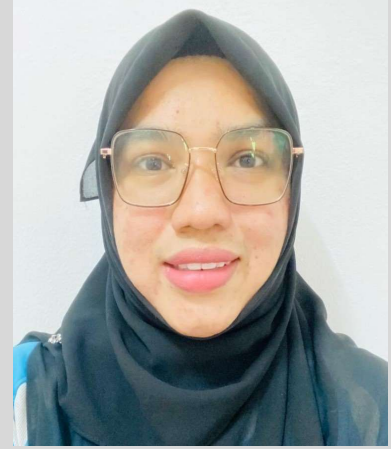
Driving License : D/B2

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Mobile: 01131355105

Highest Education: Bachelor's Degree in Construction Management with Honors

Years of Experiences: 10 year



## EMPLOYMENT HISTORY

### 1) TRIUMPHANT GALLERY SDN BHD (September 2023 – Present ) (Specialization Renovation Work, Construction work & ID work)

Position Title (Level) : Contract Executive  
Specialize : Construction  
Role : Project Management  
Industry : Construction & ID works

#### Work Description :

- Responsible in the overall contract administration
- Preparation analysis procurement for tender and costing budget
- Preparation of contract
- Project estimate and tender
- Monitoring and control of construction cost
- Negotiation with sub-contractors and other relevant duties
- Preparation of project tender, costing, budget, and estimates including Bills of Quantities-
- Prepared BQ, Quotation, invoice & DO for claim/interim project,
- Attend Meeting with Client discuss about work progress in site
- Attend Site measurement, check and validate site valuation with client at site
- Prepare Work Order, Letter Award, Purchase Order and contract for main and subcontractor
- Get the latest price of construction materials with suppliers

### 2) Top Base Venture Sdn Bhd (Specialized Renovation , Maintenance & Repair work of Prasarana Rail Structure)

Position Title (Level) : Project Engineer  
Specialize : Construction  
Role : Project Department  
Industry : Building Construction

#### Work Description

- To ensure project completion within the time and quality of work.
- Prepared BQ, Quotation, invoice & DO
- Prepare Tender & supporting document tender
- Attend Site Visit, site meeting, site briefing, kick off meeting, site measurement, meeting with client
- Prepared Method statement, scope of work and specification of work before project start
- Prepare Progress claim, supporting document
- Handle site from project start until handover

**3) MZ KENCANA SDN BHD (Sept 2016- July 2023)**  
**(Specialization Operation & Maintenance & Construction)**

Position Title (Level) : Project Engineer  
Specialization : Construction  
Role : Project Manager  
Industry : Construction, civil, Electrical & Mechanical

**Work Description :**

- Coordinate with design engineer during design stage
- Attend Site Visit
- Assist project manager in coordinate and supervising the assigned construction projects
- To ensure project completion within the time and quality of work.
- Monitor the project site comply with health and safety requirement,
- Prepared Monthly Report, prepare BQ, Quotation, invoice & DO for claim/interim project, Attend Meeting with Client discuss about work progress in site
- Attend Site measurement, check and validate site valuation with client at site Using authorities system such as IWK Procurehere, DBKL, Jabatan Alam Sekitar, Jabatan Kesihatankeselamatan Pekerja, CIDB & Majlis Perbandaran,
- Prepare Main and Sub-Contract documents including Bill of Quantities, Specification & tender submission
- Prepared Method statement, scope of work and specification of work before project start
- Prepare Purchase Order and contract for main and subcontractor
- Get the latest price of construction materials with suppliers
- Handle petty cash & budget for project and prepared final account for client
- Additional work : Manage HR work, prepared letter offer, prepared salary, manage KWSP & SOCSO for staff, filling work, prepare cheque, payment voucher and cash flow

**4) INDUSTRIAL TRAINING ATLANTAMAS SDN BHD (FRENKY CONSTRUCTION)**  
*july - september 2009*

Position Title (Level) : Trainee  
Specialization : Construction Management  
Role : Practical Student  
Industry : Department Civil  
Monthly Salary : 20/ Day  
Work Description : site supervisorPosition

**5) INDUSTRIAL TRAINING FADZILL CONSTRUCTION SDN.BHD *Feb- June 2016***

Position Title (Level) : Trainee  
Specialization : Construction Management  
Role : Practical Student  
Industry : Department Civil  
Monthly Salary : 20/ Day  
Work Description : site supervisor, Providing Tender, Check Defect & GST Transaction Listing

**6) RICHTER RUBBER TECHNOLOGY SDN. BHD**

Position Title (Level) : Trainee  
Specialization : Construction Management  
Role : Practical Student  
Industry : Department Civil  
Monthly Salary : 20/ Day  
Work Description : site supervisor,

## EDUCATIONAL BACKGROUND

**Bachelor's Degree of Construction Management with Honors**

Major: **Construction Management**

University: University Tun Hussein Onn Malaysia, Johor

CGPA : 3.68

Diploma of Building Services Engineering (Batch 2010)

Major: Civil Engineering

Institute: Politeknik Sultan Abdul Halim Muad'zam Shah (POLIMAS)

CGPA: 3.27

Certificate of Building Services Engineering (Batch 2008 – 2010)

Major: Civil Engineering

Institute: Politeknik Sultan Abdul Halim Muad'zam Shah (POLIMAS)

CGPA: 3.00

SPMV certificate (Batch 2006-2007)

Major: Building Construction

Institute: Sekolah Menengah Teknik Kulim

## SKILLS

**Remarks Proficiency:**

Advanced - Highly experienced;

Intermediate - Familiar with all the basic functionalities

Beginner - Just started using or learning the skill'

No	Skill	Proficiency
1.	Communication, English & Malay	Intermediate
2.	Technical Analysis	Intermediate
3.	Critical Thinking	Intermediate
4.	Microsoft Office (word. Excel, publisher, power point, project)	Advanced
5.	AutoCad	Intermediate
6.	CPM (Critical Path Method)	Intermediate
7.	Driving License ( D)	Advanced
8.	Friendly, Responsible and an Independent Person	Advanced

## CO-CURRICULUM

No	Program	Role
1.	Building Services members club	A member
2.	Persatuan Bomba dan Penyelamat Malaysia (state level)	A member
3.	Math and Science Club	A member
4.	Badminton club	Secretary
5.	Secretary of class	Secretary
6.	Construction Week	A member
7.	Research & innovation Festival	Research Assistant

## REFERENCES

Nur Izzati Syazmin Ahmad Lazim  
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