

ERINA ANIS BINTI ABDUL MANAP

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Penang

CAREER OBJECTIVE

To work in a challenging environment and to have the opportunity to discover full potential.

PERSONAL PARTICULARS

Age : 39 years old
Nationality : Malaysian

EDUCATION

Level : Bachelor Of Civil Engineering(Hons) (*Nov 2006 –May 2009*)
Field of study : Civil
Name of institution : Universiti Teknologi Mara
CGPA :3.05

Level : Diploma in Civil Engineering (*Dis 2003-July 2006*)
Field of study : Civil
Name of institution : Universiti Teknologi Mara
CGPA :3.28

WORKING EXPERIENCES

Nov 2017 – Feb 2021 : SALINI MALAYSIA

: Site Civil Engineer Coordinator

Responsible to:

- Responsible for implementing Inspection Test Plan(ITP)
- Coordinates both the execution and recording of the inspections and testing of the works
- Responsible to distribute the ITP to relevant sections
- To programme inspection and testing activities
- Liaise with clients, consultants and subcontractors according to programmed site activities.
- To make sure the team work done are base on the latest drawings.
- To inspect and coordinate tests on the permanent material with lab support
- Responsible for the NCR follow up and closure

- To collect quality control records, manages the filing system and assures their traceability.
- Prepare monthly joint measurements for claim
- Responsible for punchlists and defects closure

Aug 2012- Nov 2017 : SALINI MALAYSIA

: Site Engineer

Responsible to:

- Liaise with clients, consultants and subcontractors according to programmed site activities.
- Monitor work done are base on the latest drawings.
- Carry out an inspection together with consultants' representative in order to verify that the works done according to the approved method statement and drawings.
- Prepare monthly joint measurements for claim
- Responsible for punchlists and defects closure

April 2011- Aug 2012:LUMSON BINA ENGINEERING SDN BHD

: Project Engineer

Responsible to:

- Responsible for planning, managing, and ensuring smooth implementation of the projects.
- Able to liaise with clients, consultants, subcontractors and other relevant parties.
- Prepare Claims
- Prepare Progress Reports
- To make sure works done on site is based on the drawing given.

July 2009- March 2011 :BOON YONG LEE CONSTRUCTION SDN BHD

: Engineer

Responsible to:

- Prepare costing for new tender
- Design a simple drawing
- Prepare claim
- Make sure work done on site is base on specification
- Prepare progress report

PERSONAL SKILLS

Communication skills

Good command in both written and spoken English and Malay

Computer Skills

Familiar with all Microsoft Office application (Words, Excel and Power Point)

Familiar with AutoCAD

COURSE ATTENDED

ISO 9001:2015 Quality Management System Requirements

PERSONAL CHARACTERISTICS

- Self motivated
- Good communication skills
- Able to work well with colleagues
- Able to learn fast and independent
- Positive work attitude.