



TAN JOLEEN

CONTRACT EXECUTIVE

PROFILE

A dependable, deliberate, amiable, calming, patient, cooperative and team person who is also systematic, precise, meticulous, conscientious and focused in undertaking job tasks and responsibilities.

EDUCATION

**Bachelor Of Science,
Quantity Surveying**

University Sains Malaysia,
Penang. 2018-2021

CONTACT

Alor Setar, Kedah.
6011-11297598
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LANGUAGE

Proficient in written and spoken English, Bahasa Malaysia and Chinese

SKILLS

Revit, Cubicost, Autocad,
Filmora

CAREER OBJECTIVES

Seeking a QS position in a foremost construction company that offers opportunities to expand my learnings, knowledge and skills regarding QS profession while making significant contribution to the company.

WORK EXPERIENCE

1. Assistant CE, OIB Construction S/B, Kedah Aug 2022- Current
 - Work on BQ preparation, sourcing for subcontractor quotations, comparison & negotiation
 - Prepare LA from developer, submission of CIDB & Insurance for new project
 - Prepare LA for subcontractor
 - Taking off for all building, structure & infra works
 - Prepare progress claim certificate for consultants and subcontractors
 - Assist PM on checking & comparing quantity/price for VO items
 - Monitor & update project monthly expenses
 - Assist in budgetary preparation
2. Assistant QS, Teras Megamaju S/B, Kedah Aug 2021- Aug2022
 - Request for quotation from suppliers
 - Taking off and measurement
 - Prepare project budget
 - Fill up tender documents for submission
 - Conduct cost estimation for fast-track projects
 - Prepare tender documents for Design & Build projects
 - Prepare cost control
 - Prepare progress claims and Variation Order (VO)
3. Internship QS, Blackstone Engineering S/B, Kedah Jul - Sep 2020
 - Prepare Bill of Quantities (BQ)
 - Carry out road mapping and fill up Joint Measurement Sheet
 - Evaluate project progress
 - Prepare progress claim and all supporting documents