

## NURHANSIAH BINTI ZAIFUL

nurhamsiah6840@gmail.com | +601136780968 | LinkedIn: [Nurhamsiah Zaiful](#)

---

### PROFESSIONAL PROFILE

An Assistant Planner with 1 years of experiences in building construction focusing on planning, monitoring, and tracking progress for Pelican Beta Project in Pulau Pinang and previously as a Junior Engineer with 2 years of experience focusing on Road Maintenance under Malaysian Road Record Information System (MARRIS) with 16 local councils in Johor. Experienced in providing weekly report to update clients based on latest work progress on three main components: substructure, superstructure and architectural as well as interpreting performance management using Microsoft Excel and Primavera P6. Highly involved in liaising directly with the stakeholders such as the subcontractors to ensure the progress on site accordingly based on forecast progress. Recognised by others as having the capabilities to lead the team efficiently, communicate professionally, work in a multicultural team collaboratively, manage the time wisely and organise the projects independently. Fluent in two languages; English and Malays with basic conversational skills in Arabic.

---

### PROFESSIONAL/CORPORATE/INDUSTRIAL WORK EXPERIENCE

Assistant Planner of Pelican Beta Site

11/2022 - Present

Kayangan Kemas Sdn Bhd

- Reporting directly to Project Planner.
- Compiling all document such as Manpower Update, Structure and Architecture progress, Safety report and pictures progress on site to produce weekly progress report.
- Performing PIT test and Field Instruction of Works of Pile remedial to tracking third parties progress on site.
- Delivering progress report by weekly to internal and external stakeholder.
- Delivering forecast claim of project Pelican Beta from March 2023 until April 2024 to Contract Department.
- Tracking the progress of 18 pilecaps on WW15-23 on site by producing tracking of pilecap for WW15-23.
- Attending daily meetings from October 2023 to January 2024 to update pilecap progress and concrete on site.
- Attending daily meetings from January 2024 to May 2024 to update slab, staircase, and architecture progress on site.
- Attending technical meetings to discuss and solve technical issues.
- Producing concrete volume tracking to record and monitoring progress of concrete on site.
- Analysing the volume of concrete by monthly to tracking productivity of work done on site.
- Organising all handover and MEP clearance of MEP works by third parties in MEP handover tracking.
- Supporting project planner to compile all EOT documents to apply EOT to stakeholders.
- Supporting team by handling discrepancies between structure, architectural and M&E drawing in Autocad and 3D model using Revit.
- Communicating effectively with team members and stakeholders to ensure successful project outcomes.
- Conducting multitasking skills in a fast-paced environment.
- Proactively identified and addressed challenges to ensure project success.

-

Private Tutor (Part-Time)

10/2022 – 11/2022

SifuTutor Sdn Bhd

- Reporting directly to Sifu Tutor Management
- Managing to be private tutor for 5 students consist of 4 of SPM students and 1 of PT3 students.
- Overseeing the students' problem in terms of understanding of questions and teaching them in professional manner.
- Preparing monthly report to Sifututor management regarding to students' progress.

Junior Engineer of Operation HQ

11/2020 – 10/2022

Safwa Global Venture (M) Sdn. Bhd.

- Reporting directly to Manager of Operation HQ department.
- Managing 78 packages of routine work consist of patching potholes (RO1), cleaning signboard (RO4) and cutting grass (RO3) in 2022.
- Overseeing the progress and awarded amount of each package of G1 and G2 subcontractors in routine work leading the claims are more than amount awarded. Hence, producing a monitoring and planning templates of routine work to analysis the amount of awarded and progress of work.
- Performing the tracking of routine work claim from 16 local clients to the clients and progress of 78 packages of subcontractors' claims in 2022.
- Delivering routine work progress to manager for Operation Department progress in weekly and monthly progress.
- Compiling each progress work such Periodic, Routine and Emergency Work from 12 site engineer in 6 regional offices (RGO) monthly.
- Analysing the progress work from Periodic, Routine and Emergency Work to product monthly report.
- Preparing monthly report to be submitted to the clients.
- Budgeted routine work packages to be awarded in 2022 based on allocated budgets for routine work.
- Conducting Contract Executive Training to teach on monitoring and checking routine work progress.
- Produced Summary Routine Docket templates to resolve an issue regarding to patching potholes and reusable to the current routine work packages in 2022.
- Innovated the monitoring and planning templates to be reusable the current routine work packages in 2022.
- Produced Monitoring and Planning Templates to update progress of 61 packages of Routine Works in 2021.
- Supporting Operation Department for urgent meeting.

Research Assistant

10/2020 – 12/2020

Universiti Malaysia Sarawak

- Reported directly to Lecturers.
- Demonstrated the simulation of GeoStudio Simulation Works of Road Embankment on 6m Peat Using UNIMAS Design.

Internship

06/2019 – 08/2019

PCSS Consultancy Sdn Bhd.

- Reported directly to Senior Planner in Miri Branch
- Updated weekly basic such as updating girder and RC beam template, resetting, and updating Beluru section tabulation data and trend analysis.

---

### PROFESSIONAL AFFILIATIONS/ASSOCIATIONS

Graduated Engineer of Board of Engineers Malaysia

Since 2021

---

### PERSONAL ACHIEVEMENTS AND CAREER HIGHLIGHTS

Participated in Bowling Competition between HQ and RGO. Won 3<sup>rd</sup> Places for Individual Woman with 322 Marks as Worth RM250.

Participated in *Bengkel Post-Mortem Inter-Department* in 2022 at The Fives Hotel Johor.

Participated as committee member for *Bengkel Marris* in 2022 at Hotel Tamu, Kuala Lumpur.

Participated as photographer in Roadshow with Johor Centre for Construction Development (JCCD), Setiausaha Kerajaan Bahagian tempatan (SUKKT) and Safwa Global Venture (SGV) in 2022

Participated as committee member for *Bengkel Bersama Pihak Berkuasa Tempatan (PBT)* series 2 in 2022 at Pullman Kuala Lumpur City Centre.

Participated as Master of Ceremonies (MC) in *Hi-Tea Ramah Mesra & Penghargaan Rakan Strategik* in 2021.

Participated as committee member in *Cabutan Undi Secara Maya (Online) bagi Kerja-Kerja Penyelenggaraan Jalan di Seluruh Negeri Johor* in 2021.

Participated as committee member for *Bengkel Bersama Pihak Berkuasa Tempatan (PBT)* series 1 in 2021 at Fraser Place Puteri Harbour, Johor Bharu.

Organised *Bengkel Post-Mortem Inter-Department* in 2021 at Le Grandeur Palm Resort Johor.

Participated as photographer in Roadshow with Johor Centre for Construction Development (JCCD) and Safwa Global Venture (SGV) in 2020.

---

### TRAINING, COURSES AND SEMINARS ATTENDED

Seminar Rekabentuk dan Pengurusan Cerun (SGV, Azraz Consultant & Maccaferri)	09/2022
Intermediate to Advanced Excel	09/2022
<i>Bengkel Tatacara Kerja – Jr. OE &amp; AQS</i>	03/2022
<i>Seminar Pengurusan Cerun dan Saliran Bandar</i>	03/2022
Customer/Public Relation Training	11/2021
<i>Bengkel "Contract Agreement &amp; Business Plan FY2022"</i>	11/2021
<i>Bengkel Pentadbiran Kontrak dan Proses Dalaman Operasi Penyelenggaraan Jalan-Jalan Pihak Berkuasa Tempatan Secara Bersepadu di Seluruh Negeri Johor</i>	09/2021
Join Inspection for Handing Over (Slope Repair Works at Jalan Indahpura 6)	09/2021

---

Jpbt2u – Variation Order Module	09/2021
Latihan Penyediaan BQ Proposal & RFA	05/2021
<i>Bengkel Pengiraan Kerja-Kerja Longkang</i>	05/2021
<i>Process Kerja-Kerja Cold in Place Recycle</i>	05/2021
Road Design Series for Beginners	02/2021

---

### **QUALIFICATIONS AND EDUCATIONAL BACKGROUND**

Bachelor of Engineering with Honours (Civil Engineering)	Completed
University Malaysia Sarawak	08/2016 – 10/2020
Funded by: Scholarship by Osaka Gas Foundation of International Cultural Exchange (OGFICE)	

---

### **REFERENCES**

Available upon request