

KELVIN LAI JIA YUNG



CONTACT

Address:

14-13-4, Tingkat Paya Terubong 4,
11060 Ayer Itam, Pulau Pinang

Phone:

(+60) 146797328

Email:

kelvin930103@gmail.com

LANGUAGES (SPOKEN)

Language	Proficiency Levels
English	Intermediate
Chinese	Fluent
Malay	Intermediate

LANGUAGES (WRITTEN)

Language	Proficiency Levels
English	Intermediate
Chinese	Intermediate
Malay	Intermediate

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 great relationship with colleagues or supervisors inside the organization.

WORK EXPERIENCE

INAZUME (M) SDN. BHD.

Job Level : Site Quantity Surveyor
Company industry : Construction
Year joined : 9th May 2022- 24th May 2024
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

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

LANGUAGES (READING)

Language	Proficiency Levels
English	Intermediate
Chinese	Intermediate
Malay	Intermediate

LANGUAGES (LISTENING)

Language	Proficiency Levels
English	Intermediate
Chinese	Intermediate
Malay	Intermediate

PERSONAL PARTICULAR

- Date of Birth :
3rd January 1996
- Nationality :
Malaysian
- Race :
Chinese
- Religion :
Buddhism
- Gender :
Male
- IC No. :
960103 - 12 - 5243

- 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

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

BINA PURI CONSTRUCTION SDN BHD

- Job level : Consultant (trainee)
Company industry : Construction

- Possess Own Transport:

Yes

- Marital Status :

Single

EXPECTED SALARY

RM 4,000/ SGD 4,000 (Can be negotiate)

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

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, Primavera, Microsoft Project,
WPS office

Personal :-

- Ability to work in a team or work independently
- Ability to work under pressure and overtime
- Good time management skills
- Ability to multi-tasking, prioritize and delegate tasks properly
- Have a desire or willingness to learn
- Ability to tolerate changes and uncertainty
- Always hardworking especially on site working
- 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

2. 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

3. Sr Norhaizan Binti Yusoff

- Designation : Lecturer
- Relationship : Academic Advisory
- Address : Tunku Abdul Rahman University College,
Kuala Lumpur
- Email : norhaizany@tarc.edu.my

4. 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

5. 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

6. 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 : RM 3,700.00 per month
- Member of RISM (Royal Institution of Surveyors Malaysia)
- Member of Construction Industry Development Board (CIDB)