







## NURIN NASYITAH BINTI MOHAMMAD FADZLAN

Current Position:  
Project Executive

 No 27 Lorong Jati 27 B,  
Taman Bandar Baru  
Sungai Lalang, 08100  
Bedong, Kedah

 nasyitahfadzlan@gmail.com

 +6013-5369 786

 [www.linkedin.com/in/nurin-nasyitah](http://www.linkedin.com/in/nurin-nasyitah)

### PROFILE

Assigned to perform work related to the purchasing request and order. Manage works from the beginning of the quotation issued until the goods are received by the client. Perform basic drafting work using AutoCAD software for scaffolding drawings.

### SKILLS

#### Project Management



#### AutoCAD



#### Microsoft Office, etc



#### Leadership



## WORK EXPERIENCE

### PROJECT EXECUTIVE

#### *Asiatech Scaffold Engineering Sdn Bhd*

August 2019 - present

- Responsible for supporting business operations by ordering products or materials that agree with employer or clients requirement.
- Manage all the document related for project at site.
- Manage to drafting scaffolding drawing plan for site if required.
- Prepare the Quotation, Purchase Order and Delivery Order for the related works.
- Manage the Tender submission, manpower document and details.
- Monitor the current project on-going for project regarding civil works and services.
- Monitor the material, items and document related for start work

### INTERNSHIP

#### *Perunding THD Sdn Bhd*

December 2018 - April 2019

- Drafting basic civil drawing such as piping work (Cold & Hot Water), structure steel, earthwork, architecture drawing and etc.
- Site visit checking everyweek to check all the construction work built as per approved drawing.

## EDUCATION HISTORY

**Diploma in Civil Engineering** June 2016 - April 2019

### **Politeknik Tuanku Sultanah Bahiyah, Kulim Kedah**

- Graduated in Civil Engineering with CGPA 3.37
- Gained extensive training and successfully accomplished all courses in civil engineering.

**Sijil Pelajaran Malaysia (SPM)** 2013 - 2015

**Peperiksaan Menengah Rendah (PMR)** 2011 - 2013

### **Sekolah Menengah Kebangsaan Bukit Selambau**

- Subject: Science Stream and Account (SPM)

## CERTIFIED CARD

CIDB, OIL & GAS SAFETY PASSPORT (OGSP)

**Reference:** \_\_\_\_\_

**MRS. NURUL NAJWA BIN ASRI**

POSITIONS: OPERATION EXECUTIVE

NO. TEL: 013-449 5065

**MRS. ROZIATULNAZIRAH BINTI RAMLI**

POSITIONS: HR CUM ACCOUNT EXECUTIVE

NO. TEL: 010-761 8982

# PROJECT EXPERIENCE

## PROJECT INVOLVE AND WORKING EXPERIENCE

### PROJECT EXECUTIVE

#### *Roof Repair and Maintenance Work at Petronas Gas Berhad, Shah Alam Regional Office (October 2023 until December 2023)*

- Responsible for project from initiation to close, making sure the work gets done efficiently and satisfactorily.
- Prepared the scaffolding drawing and a complete document for submission and get the DOSH's Approval.
- Prepare all the documentation before start work such as prepared of Job Method Statement, Job Hazard Analysis (JHA), ensure all the documentation completed before start work.
- Ensure the Work Leader to completed and applied Permit To Work (PTW) and all the preparation before entering site accomplished.
- Purchased and ensure all the material to delivered on time as per schedule and planning.
- Planning the project process, creating a budget, managing a team and communicating with clients.

#### *Provision of Manpower, Equipment and Machinery To Perform Brush Control, Land Clearing at Central Operation for Shah Alam Regional Office (February 2024 until August 2024)*

- Responsible for project from initiation to close, making sure the work gets done efficiently and satisfactorily.
- Planning the project process, creating a budget, managing a team and communicating with clients.
- Prepare all the documentation before start work such as prepared of Job Method Statement, Job Hazard Analysis (JHA), ensure all the documentation completed before start work.
- Ensure all Work Leader to completed and applied Permit To Work (PTW) and all the preparation before entering site accomplished by each team.
- Ensure all the manpower PPE and documentation completed before start work.
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#### *Road Resurface Work at MCMC Centre of Excellence (COE), Cyberjaya (April 2024 until May 2024)*

- Responsible for project from initiation to close, making sure the work gets done efficiently and satisfactorily.
- Prepare all the documentation before start work such as prepared of Job Method Statement, and ensure all the documentation completed before start work.
- Ensure all the material and manpower arrangement to implement the work as per schedule.
- Purchased and ensure all the material to delivered on time as per schedule and planning.
- Planning the project process, creating a budget, managing a team and communicating with clients.