



# NUR SHAMIN BINTI ZULKEPLI

Email: [nurshamin085@gmail.com](mailto:nurshamin085@gmail.com) | Phone: 011-24200293

Address: Bandar Putra Bertam, Kepala Batas, Pulau Pinang.

Willing to Travel: Yes | Driving License: B2, D

*"Outgoing Certified Civil Engineering with a bachelor and currently seeking for the first job to leverage my technical skills and knowledge to grow in the new role of Civil Engineer at your company"*

## EDUCATION

---

Mac 2020 – Feb 2023	<b>Bachelor in Civil Engineering (Hons.) (Infrastructure)</b> <b>UiTM Permatang Pauh</b> CGPA: 3.23
Nov 2016 – Jan 2020	<b>Diploma in Civil Engineering</b> <b>UiTM Pasir Gudang</b> CGPA: 3.22
2015	<b>Sijil Pelajaran Malaysia (SPM)</b> <b>SMK Bandar Baru Perda</b>

## WORK EXPERIENCE

---

April 2023 – Current	<b>Civil Engineer – Power Venture Engineering Sdn. Bhd.</b> <ul style="list-style-type: none"><li>Control all maintenance work documents and data and site activities and all other related matters.</li><li>Managed all maintenance requests for TNB building including plumbing, HVAC and basic carpentry.</li><li>Reported all complex damages to supervisor and organized technician schedules during repair.</li><li>Report works daily progress, work planning, overseeing quality control schedule ensuring that the works are able to be completed within the time.</li><li>Coordinated with vendors and resolved issue. Reviewed contracted work performed by vendors.</li></ul>
Aug 2022 – Oct 2022	<b>Internship Trainee – Imbangan Juara Sdn. Bhd.</b> <ul style="list-style-type: none"><li>Assisted civil engineers on several key government projects involving roadway and building designs and improvements, maintenance and upgrading works.</li><li>Monitor bridge installation for project Kerja Menaiktaraf Struktur Di Taliair B, Skim Pengairan Sungai Muda.</li><li>Attend meeting and presentation with JKR for project Cadangan Klinik Kesihatan Jenis 3, Pulau Pinang.</li><li>Site visit at SK Syed Ibrahim twice a week to ensure the progress of work run smoothly.</li></ul>

Jul 2019 – Sep 2019

Internship Trainee – Pembinaan I&R Sdn. Bhd.

- Handled cost-of-materials estimations, report and document tracking, project documentation, on-site project visits and invoice/agreement verification.
- Prepared and complete quotation document to contractors for bidding process of various activities of project
- Site visit at various project invitation before proceed to bidding process and preparation of tender documents.

## AWARD & ACHIEVEMENTS

---

- 2022** - Participate in career talk by THB Maintenance  
- Department of Water Reticulation, Infrastructure Design Project
- 2021** - Dean's List Award (Degree):  
Semester 4 (2/2021)
- 2019** - Dean's List Award (Diploma):  
Semester 6 (2/2019)  
- Participate in CDIO Interbranch Competition (Grand Finale)
- 2017** - Dean's List Award (Diploma):  
Semester 1 (1/2017)  
- Participate in Sustainable Floating City Competition

## LANGUAGES

---

	Speaking	Writing	Reading
Malay	Advanced	Advanced	Advanced
English	Intermediate	Intermediate	Advanced

## SKILLS

---

	Proficiency
Microsoft Office	Expert
Autodesk AutoCAD	Intermediate
Microsoft Project	Intermediate
Esteem Software	Intermediate
C++ Programming Language	Intermediate

## REFERENCES

---

**Khairul Ammar Bin Muhammad Ali**

Student Advisor (PA)  
Faculty of Civil Engineering  
UiTM Permatang Pauh  
Email: [khairulammar.ali@ppinang.edu.my](mailto:khairulammar.ali@ppinang.edu.my)

**Noor Masni Binti Osman**

Internship Supervisor  
Imbangan Juara Sdn. Bhd.  
Email: [imbangan\\_juara@yahoo.com](mailto:imbangan_juara@yahoo.com)