

SYAIMA MOHD FAUZI

Kangar, Perlis • +6012 433 5448 • syaimafauzi19@gmail.com

SUMMARY

Motivated and detail-oriented recent graduate with a Bachelor's degree in Construction Technology. Currently working as a Junior Site Supervisor and seeking to transition into a Site Supervisor role, bringing a solid foundation in construction principles, project management, and site operations. Equipped with strong communication skills and a proactive approach to problem-solving, demonstrated through hands-on experience in site management. Dedicated to ensuring project success through diligent oversight, teamwork, and adherence to safety standards. Willing to relocate and eager to contribute to a dynamic team.

WORK EXPERIENCE

Greentech Construction Sdn. Bhd.

Junior Site Supervisor
Sg. Petani, Kedah

Feb 2024 - Present

- Conduct regular inspections along with QAQC department and audits to ensure compliance with project specifications, industry standards, and regulatory requirements.
- Identify and rectify any quality issues promptly to prevent delays and rework.
- Maintain detailed site records, including daily logs, material inventories, and inspection reports.
- Handle and manage keys for housing units, ensuring secure storage and proper distribution.
- Address any on-site issues promptly, developing and implementing solutions to minimize disruptions to the construction schedule.

Internship Trainee

Aug 2023 - Feb 2024

Penang Science Park, Pulau Pinang

- Assisted senior site supervisors in overseeing daily operations at construction sites, ensuring adherence to project timelines and safety regulations.
- Coordinated with sub-contractors, suppliers, and internal teams to facilitate smooth workflow and resolve any issues that arose during construction activities.
- Liaised effectively with diverse stakeholders including contractors and engineers.
- Facilitate communication between foreigner workers and local staff, addressing language barriers and cultural differences.

Jass Utara Sdn. Bhd.

Part time Clerk
Kangar, Perlis

Aug 2021 - May 2023

- Organized and maintained project files, both physical and digital, to ensure easy access to information.
 - Maintained accurate records of construction projects, including contracts, change orders, and invoices.
 - Coordinated with project manager to ensure timely delivery of project materials and equipment.
-

EDUCATION

University Technology MARA (UiTM) Seri Iskandar, Perak.

Oct 2021 - Feb 2024

Bachelor of Science (Hons.) Construction Technology
CGPA: 3.56

University Technology MARA (UiTM) Seri Iskandar, Perak.

Sept 2018 - Aug 2021

Diploma in Building
CGPA: 3.20

SMT Alor Setar

2016 - 2017

Sijil Pelajaran Malaysia
3A 2B 3C

CERTIFICATE

NIOSH Tenaga Safety Passport **(NTSP)**

Registered Green Card CIDB

SKILLS

Soft Skills

- Can work with minimum supervision.
- Able to work in a team or individual.
- Strong decision making
- Leadership
- Durable and flexible.
- Having license: B2

Language

Bahasa Melayu : Fluent

English : Fluent

Computer Skills

- | | | | |
|------------------------|----------------|-------------|----------------|
| • Microsoft Word | : Proficient | • Autocad | : Intermediate |
| • Microsoft Powerpoint | : Proficient | • Revit | : Intermediate |
| • Microsoft Excel | : Proficient | • Sketch Up | : Intermediate |
| • Microsoft Project | : Intermediate | • Canva | : Proficient |
-

REFERENCES

Chong Shen Hung

Project Coordinator

Greentech Construction Sdn. Bhd.

No. Tel : 016-4020220

Norihan Binti Ahmad

Manager

Jass Utara Sdn. Bhd.

No. Tel : 012-5685448