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FOR THE JOURNEY**





### ❖ Profile

Experienced and driven Procurement and Contract Specialist helping to lead Procurement and Contract Department function in complete compliance with the standard procedure, rules and regulations. I possess well communication skills in four (4) languages, namely English, Mandarin, Bahasa Melayu (country native language) and Cantonese, which allow to cultivate and encourage highly effective peer to peer communication and relationships, while keeping strong ethics at the forefront of my tasks and responsibilities. Bringing forth the ability to determine procurement and contract good practices, and in-depth plans for Contract and Procurement Management, co-relate to the planned Construction activities.



Secondary

Primary

Team Motivator

Team Coordinator

Project & Cost Control  
c/w Budgeting

Supply Chain  
Management

Pre & Post Contract &  
Procurement Planning

e-Tendering



## Details, Skills & Languages

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Condo, Penang  
Malaysia

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email address:  
darren168968@gmail.com

Current Reside:  
Cambodia

# Details



## Languages



■ English ■ Mandarin ■ Cantonese ■ Bahasa Melayu ■ Chinese Dialect



# Education

## Imperia Institute of Technology (Heriot Watt University, UK)

Bachelor's Degree in Building Economics & Quantity Survey | Malaysia

Major                      Quantity Survey; Building Economics  
Grade                      Pass

## Tunku Abdul Rahman College Kuala Lumpur, Malaysia

Diploma in Quantity Survey | Malaysia

Major                      Quantity Surveying  
CGPA                      3.1 / 4.0



# Employment History

## ▣ Senior Quantity Surveyor (Contract)

Canopy Sands Development (Cambodia) Co., Ltd. | Phnom Penh, Cambodia



**Project:** Ream City Development, Sihanoukville Cambodia

**Contract Value:** USD 230,000,000.00 for Sea Reclamation (7 phases – 400 hectares); USD 477,000,000.00 (1<sup>st</sup> Phase Secondary Development)

**Tenure:** Jan-2022 - Present

- Real Estate for the project at Sihanoukville, Cambodia.
- Assist Deputy Contract Director to assess, compile & prepare Payment Certificate for the awarded Contractors, i.e., fifteen Contractors.
- Evaluate, prepare and compile Contractor's Variation Order Claim for Management approval.
- Compile & prepare Elemental Costing to assess the Contractor's pricing for award purposes.
- Draft and prepare Letter of Award or Supplementary Agreement upon award.
- Draft Contractual Letters prior to reply to the Contractors.
- Collate and prepare Final Account Statement for the respective Contractors upon contract & project completion.
- Transpire Contractual requirements to the Project Implementation Team for proper monitoring of Employer requirements.

## ▣ Deputy Contract Manager (Contract)

China Communications and Construction Company (CCCC). | Selangor, Malaysia 

**Project:** SSP-SY204 MRT Line 2 Trackwork's and Maintenance Vehicles (Design & Build)

**Contract Value:** RM 1.007 billion

**Tenure:** Aug-2020 to Dec-2021

- Main Sub-contractor for MRT Line 2 Trackwork's, Maintenance Vehicles and Work Train.
  - Assist CHINA Counterpart to compile, tabulate and serve Notice of Claim ("NOC") to Project Delivery Partner ("PDP"), i.e., MMC-Gamuda JV.
  - Compile, Estimate and Submit Variation Order to PDP.
  - Coordinate, Collect, collate and submit Main Contract Claim to PDP.
  - Supply Chain management of Maintenance Vehicles and Work Train.
  - Coordinate, Compile, Tabulate and Submit Extension of Time (EoT) application to PDP.
  - Successfully submitted Loss & Expense Claim to PDP.
  - Analyze and Evaluate Sub-contractor Claim, by coordinating with Site Team in order to determine more pragmatic Payment %.
- ∞ Reason for Leaving: Contract Tenure will be ended in May-2022, in addition with the abroad job offer.

## ▣ Contract Manager (Contract)

Sunway Construction Berhad | Penang, Malaysia 

**Project:** Sunway Carnival Mall Extension, Penang, Malaysia

**Contract Value:** RM 286,000,000.00

**Tenure:** Aug-2019 to Feb-2020

- Act as Project Delivery Partner (PDP) Role;
  - Draft and prepare Procurement plan for Senior Manager consent.
  - Delegate contract scopes to subordinate to coordinate with Consultant QS to prepare Tender Documents.
  - Review the Tender Documents with Subordinate prior to ready for tender, & get consent from Senior Manager to launch tender.
  - Launch e-tender (SAP Ariba) for each works packages based on Procurement Plan.
  - Convey Contract Requirements to the project team upon successfully awarded a Work Package.
  - Established claims management and dispute resolution, & transpire to the Project Implementation Team.
  - Review Contractor's Variation Order claim with Subordinate and advise the subsequent processes &/or resolution.
  - Collate and present Cost Control Report, Project Management Cost Report in the Management Meeting.
- ∞ Reason for Leaving: Due to family encounter, took up freelance job to manage & look after Family Members during MCO period. Fortunately, manage to venture into MRT Line 2 construction works post MCO.

## ▣ Project & Contract Specialist (Contract)



Public Works Authority (PWA - ASHGHAL) | DOHA, State of Qatar

**Project:** Treated Water Effluence Network (TWE) & Pumping Station

**Contract Value:** Framework Contract Management (Inter-related to FIDIC)

**Tenure:** April-2017 to March-2019

- Management of Framework Contractors within a Framework Service Area including all phases of procurement and contract administration to deliver the requirements of Drainage Network Operation & Maintenance Department (DNOMD).
- Provide professional advice, expertise and practical assistance to Public Work Authority (PWA's) DNOMD in all tendering and contractual matters.  
Finalization of tender documentation including preparation of pricing mechanism and release for tender.
- Guide DNOMD on the review of the content of tender bulletin and tender clarifications. Participate during evaluation of tenders, commercial negotiation with tenderers.
- Prepare draft contract documents by incorporating the effect of all tender bulletins, negotiations, clarifications and qualifications accepted by PWA.
- Review work /service scopes of tenders & change requests and liaise with DNOMD for improvements and changes.
- Management of contracts by rendering contractual support on resolving disputes, evaluation of claims, variations and settlement of final account.
- Single point accountability for all assigned contracts from inception till close out, including administration of contracts and variations, dispute resolution, monitoring cost and schedule impacts, rendering contractual support on payment, disputes and claims, quality management.
- Assist DNOMD in the preparation and issuance of pre-qualification documents.
- Provide inputs for pre-qualification evaluation criteria and render expert advice to DNOMD in short listing potential bidders.
- Provide expert advice and guidance to DNOMD during tender preparation to ensure that the most suitable contracting strategy for a given scope of work is utilized.
- Provide professional advice, expertise, and practical assistance in the review and preparation of scopes of work, including the verification of the completeness and accuracy of the technical information supplied.
- Ensure tender documents meet PWA standards, and risk assessment and risk mitigation measures are adequately identified, addressed and managed.

- Ensure that bid evaluations are conducted in a fair and ethical manner and are consistent with the terms and conditions of tenders, PWA's Policies and Guidelines and the evaluation criteria apply equitably to all received bids. Lead the commercial evaluation team and prepare commercial evaluation report.
  - Review the existing process of claims management and dispute resolution, and develop them for enhanced efficiency, productivity and control.
- ∞ Reason for Leaving: Completing Contract Tenure and back to Penang, Malaysia.

## ▣ Project Manager

Villa Tropika Development Sdn. Bhd. | Penang, Malaysia

**Project:** Isle of Palms by SP Setia, Penang

**Contract Value:** RM 15,000,000.00

**Tenure:** Jun-2016 to Mar-2017

- Develop plans and schedule for project prior to monitor Sub-con Daily Work Progress and monthly main contractor claim.
  - Issue Detail Work Plan of each Work Package, & delegate to subordinate for monitoring & reporting purposes.
  - Comment & Vet Request for Information & Request for Inspection being prepared by Subordinate for submission to Client.
  - Attend project review meetings to report and provide resolution in order to expedite the project, i.e., request Subcon to hire competent &/or skilful workers.
  - Attend and report in the Client Consultant Meeting.
  - Read through Main Contract & Sub Contract terms and conditions for the adherence throughout the project.
  - Compile & prepare 2 weeks look ahead and monthly progress report for management perusal.
  - M&E Work Inspection with Client &/or Consultant prior to proceed to concrete casting.
  - Lead research and benchmarking activities against accepted best practices standards in relation to the quality, i.e., assigned an Sample Unit for the Structural and Architectural related items.
  - Review Construction Budget being prepared by Contract Dept.
- ∞ Reason for Leaving: Obtained attractive offer from Qatar Government Agency c/w Exposure to the Global Construction Industry. In addition, extend my learning curve with the new approach for Underground Utilities (e.g., Sewage Pipe, Sewage Effluent) within the dessert country.

## ▣ Contract Manager (Contract)



MRCB Builders Sdn. Bhd. | Penang, Malaysia

**Project:** Penang Sentral Transportation Hub

**Contract Value:** RM 180,000,000.00

**Tenure:** Jun-2015 to Jun-2016

- Project: Penang Sentral Development, consisting of Transportation Hub, Commercial Complex & Hotel Development at Penang, Malaysia.
- Main Contract Management in collaboration with HICOM-Builders for Immigration, Custom, Quarantine Complex at Malaysia & Thailand Border (ICQS).
- Evaluate & Prepare Contractor's Claim for Penang Sentral Development.
- Prepare Main Contractor Claim to Consultant QS.
- Delegate to subordinate to properly compile & evaluate Variation Order, and review together with subordinate on its feasibility.
- Review Contractor's EoT Claim along with subordinate, and render pragmatic input to enable the subsequent processes.
- Attend and report the award status in the Client Consultant Meeting.
- ∞ Reason for Leaving: Received New Challenge to become the Project Manager, to explore new career profile in Project Management, in addition to the Contract Management.

## ▣ Senior Quantity Surveyor



Island Landcap Construction Sdn. Bhd. | Penang, Malaysia

**Project:** 27 ½ Storey Pinang Laguna Water Park Condo, 21 Storey Low Medium Cost and 4 Storey Bungalow Development at Batu Ferringhi.

**Tender:** (Pre-Contract): Assist Contract Manager for all the Tender Unit Rate pricing and Request for Quotation for all the Trades / Scopes of works as per BOQ.

**Contract Value:** RM 70,000,000.00 (both development)

**Tenure:** May-2012 to Jun-2015

- Assist Contract Manager to prepare Tender Documents for Work Package award.
- Draft and prepare Letter of Award / Contract Agreement upon award.
- Extract self purchase material quantity from Consultant Q.S. BOQ, & convey to Purchasing Dept. for sourcing and pricing comparison.
- Evaluate and assess Subcontractor claim in accordance to the actual completion.
- Assist Project Team to compile, collate and prepare application of Certificate of Completion and Compliance (CCC).



- Prepare Main Contractor Progress Claim for submission to Consultant Q.S.
- Draft and prepare Final Account for each Work Package.
- Issue Request for Information (RFI) to Consultant, & evaluate the RFI for V.O. & EoT Claim.
- ∞ Reason for Leaving: Career Advancement to become Contract Manager (1<sup>st</sup> Managerial Level).

### ▣ Contract Executive

Hock Lian Seng Infrastructure Ltd. | Marina Bay, Singapore



**Project:** Penang Marina Coastal Expressway (C481) by Land Transport Authority (“LTA”)

**Contract Value:** SGD 300,000,000.00

**Tenure:** April-2010 to April-2012

- Sea Reclamation by Tubular Steel Pipe Piles & Sand Filling Reclamation Works, Construction of Bore Piling to construct Elevated Bridge.
- Construction Drawing measurement to assess & verify Sub-contractor progress claim.
- Assist Senior Q.S. to prepare Bill of Quantities c/w drawings for Request for Quotation (RFQ).
- Assist Contract Manager to prepare Main Contractor Claim for submission to LTA.
- Attend Main Contract Progress Claim Site Evaluation with LTA PIC.
- Assist Senior Q.S. to assess Subcontractors V.O. & EoT claim.
- Assist Senior Q.S. to draft and prepare Final Account statement.
- ∞ Reason for Leaving: Start new career & setting up a new family at Penang, M’sia.

### ▣ Contract Executive

Crest Builder Sdn. Bhd. | Selangor, Malaysia



**Project 1:** 43 Storey VERTICAS Residensi at Jalan Ceylon by Wing Tai Asia

**Project 2:** Amarnie Terrace at Damansara Perdana by MK Land

**Contract Value 1:** RM 286,000,000.00

**Contract Value 2:** RM 180,000,000.00

**Tenure:** April-2007 to Mar-2010

- Quantity taking off based on Construction Drawings, and compare against Tender Drawings for V.O. claim to Client.
- Assist Senior Q.S. to prepare Bill of Quantities (“BOQ”) and study Contract Requirements for Work Package award.

- Request Subcontractor to submit pricing based on BOQ and drawings.
- Assist Senior Q.S. to prepare recommend to award report and draft Letter of Award.
- Evaluate Subcontractor claim in collaboration with Project Team.
- Assist Senior Q.S. to attend Client Consultant Meeting.
- Follow Up & Monitor Product Sample c/w Product Catalog, specification, material properties data submission by Sub-contractor.
- Assist Senior Q.S. to prepare Main Contractor claim for submission to Client.
- Attend Internal Site Meeting with Subcontractors.
- ∞ Reason for Leaving: Received job offer from Singapore company to explore new knowledge in Sea Reclamation Works at Marina Bay Area from LTA.

### ▣ Junior Contract Executive



Sentoria Bina Sdn. Bhd. | Selangor, Malaysia.

**Project 1:** 100-acre mixed development at Pekan, Kuantan

**Project 2:** Upgrading of Jalan Nilai-Pajam and Elevated Bridge Construction

**Tender:** Assist Contract Manager to manage all kind of tenders, in Request for Quotation (RFQ) & Unit Rate build up

**Contract Value:** RM 100,000,000.00

**Tenure:** April-2004 to April-2007

- Quantity taking off based on Construction Drawings.
- Assist Contract Manager to prepare Budget Plan based on qty. Took off and material specifications.
- Assess Material Requisition from Project Team, monitor and control against Budgeted Qty.
- Prepare and Compile Bill of Quantities (BQ) c/w Drawings for Request for Quotation.
- Assist Contract Manager to draft & prepare Letter of Award.
- Evaluate Subcontractor Payment Certificate.
- Collate competitive Material Supplier, and recommend to Purchasing / Procurement Dept.
- Assist Contract Manager to monitor the Budgeted Cost, & raise the alarm when the budgeted cost &/or qty. Been exceeded 5%.
- Assist Contract Manager to execute Tendering exercise.
- ∞ Reason for Leaving: Venture into High Rise Construction from Landed development.



## Computer Software / IT Skills

- ❖ **Advanced: Microsoft Office**
- ❖ **Intermediate: Project Planning i.e., Microsoft Project**
- ❖ **Beginner: SAP Ariba e-tendering, Aconex**



## Remuneration

- ❖ **Expected: RM 8,000.00**



# HERIOT-WATT UNIVERSITY

*We, the undersigned Principal and Vice-Chancellor of the University, the Head of the School of the Built Environment, and the Secretary of the University, certify that*

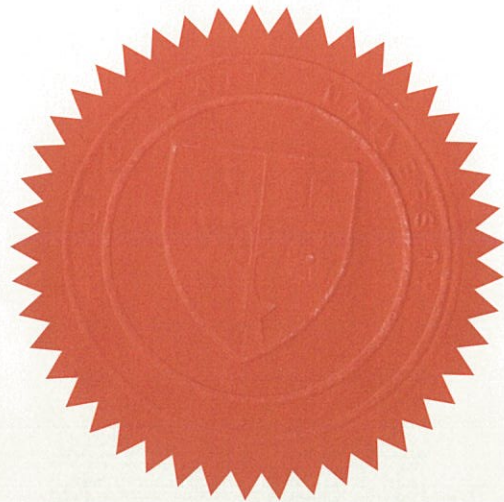
**Toh Chin Yick**

*has duly completed an approved course of study and satisfied the examiners and, by resolution of the Senate, been awarded the degree of*

**Bachelor of Science in Building Economics and Quantity Surveying**

*and is entitled to all the academic privileges attendant thereto.*

*In witness whereof this certificate is sealed with the Common Seal of the University on the Sixteenth day of December 2007.*



*John Murdoch*

*Principal and Vice-Chancellor*

*John Swaffell*

*Head of the School of  
the Built Environment*

*Peter L Wilson*

*Secretary of the University*

STATE OF QATAR دولة قطر  
 Ministry of Foreign Affairs وزارة الخارجية

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 In: الدوحة في:  
 Date: 10/04/2017 التاريخ:  
 Amount: 100 QAR السعر:

نصادق على صحة الختم والتوقيع ل:  
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 دون أدنى مسؤولية عن المحتويات

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STATE OF QATAR دولة قطر  
 Ministry of Foreign Affairs وزارة الخارجية

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 In: كوالالمبور في:  
 Date: ٢٠١٧/٤/١٤ التاريخ:  
 نصادق على صحة الختم والتوقيع ل:  
 سفارة دولة قطر في كوالالمبور  
 دون أدنى مسؤولية عن المحتويات

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This is to certify that the signature  
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 NQR HAZLINDA ABD RAHMAN who  
 is Ministry of Higher Education.....  
 The Ministry of Foreign Affairs, Malaysia is not  
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 contained therein.



TAN SENG KHEE  
 Consular Officer  
 Consular Division  
 Ministry of Foreign Affairs  
 Putrajaya Malaysia

20 MAR 2017



MINISTRY OF HIGHER EDUCATION  
 MALAYSIA

This is to certify that the course of study as stated on  
 the certificate has been granted approval by the  
 Ministry of Higher Education.

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Date: 20 MAR 2017