

PERSONAL INFO



SOLEHAH BINTI SOLAHUDDIN

Quantity Surveyor

Address : Taman Kelana Jaya, Jalan Langgar, 05460 Alor Setar, Kedah Darul Aman.

Phone : +6019 924 1846

Email : solehahsolahuddin@gmail.com

AREA OF INTEREST

Interested Field : Civil & Structural Engineering, Project Management, Cost Estimation

Position Applied : Quantity Surveyor

EDUCATION

2015 – 2019 **UNIVERSITI TEKNOLOGI MALAYSIA (UTM)**
Bachelor of Engineering (Civil) with Honours
CGPA: **3.43**

2014 – 2015 **KOLEJ MATRIKULASI PULAU PINANG**
Science Module 2
CGPA: **3.84** MUET: **BAND 4**

High School
2012 – 2013 **MAKTAB RENDAH SAINS MARA KUBANG PASU**
Sijil Pelajaran Malaysia: 5A 4B+ 1B

WORK EXPERIENCE

July 2023 – Present

MMA CONSTRUCTION & ENGINEERING SDN. BHD.

Position : Quantity Surveyor

Project : **Projek Pelebaran Jalan dan Menaiktaraf Jalan dari Satu Lorong ke Dua Lorong Dari Jalan Perusahaan Hingga ke Persimpangan Lampu Isyarat Jalan Tok Kangar, Seberang Perai Tengah, Pulau Pinang (Fasa 2A).**

Job Details : The scope of work includes, but not limited to the following key items:

- 1. Cost Estimation for the Tender Work** - To enquire, source, request for quotation from subcontractor and suppliers for tender, breakdown of unit rate, prepare and submit tender documents within deadline.
- 2. Taking Off Quantities** for tender and current ongoing project based on construction drawings, specifications, and other documents, keep track of RFIC, EI & construction drawing for any discrepancies or additional scope of works to prepare for variation order.
- 3. Progress Claim & Site Evaluation** – Preparation and review of the interim progress claim, variation order, remeasurement and claim to the client within deadline. Attend site meetings & evaluation
- 4. Planning** - Ensure every progress claim, certifications, invoices to clients are issued on timely basis. Keep track of site progress and material required.

April 2022 — May 2023

GREYFORM & SY SDN. BHD.

Position : Planning Engineer

Project : **Tengah Plantation C3 & Common Green, Singapore**

Job Details : The scope of work includes, but not limited to the following key items:

1. **Production & Delivery Planning** – Plan, organize, and coordinate PPVC casting and delivery to complete all project schedule within time frame.
2. **Material Planning & Order** – Quantity taking-off. Order rebar, mesh, cast-in item etc to ensure production works can run smoothly.
3. **Production Drawing** – Ensure production drawing is approved and up-to-date. Solving drawing issue or discrepancies with Drawing Department.
4. **Progress Update** – Attend meeting with main-con to discuss progress and any issue arisen during production and installation.
5. **Quality Control** – Ensure all production works is in accordance to specification by HDB and consultant. Liaise with main-con on quality issues, carry out investigation to identify cause of complaints. Prepare MOS to rectify technical issue on-site.

November 2020— April 2022

EE ENGINEERING (M) SDN. BHD.

Position : Quantity Surveyor

Project : **Pembinaan Kompleks Pejabat MAIPs 12 Tingkat di Kangar, Perlis**
: Design and Build Kuala Perlis & Arau Reservoir

Job Details : The scope of work includes, but not limited to the following key items:

1. To prepare all the tenders documents, request for quotation and contracts.
2. Responsible to verify, cost-control of all suppliers, sub-contractors, workers.
3. To monitor all variation order are well recorded and claimed.
4. Responsible to prepare post project budget, keep cost control on check throughout the project.
5. Ensure every progress claim, certifications and invoices to client issued on timely basis by account department.
6. Keeping track of materials and ordering more when required.
7. Documenting any changes in design and updating budgets.

 **SOFTWARES**

- Microsoft Office Intermediate
- Microsoft Project Intermediate
- AutoCAD Intermediate

 **CERTIFICATES**

- **Board of Engineers Malaysia**
 - Graduate Engineer (Registered since 21/05/2020)

 **REFERENCES**

Mr. Loh Zi En

Quantity Surveyor/Director

EE Engineering (M) Sdn. Bhd.

No 311, Lorong Perak 16, Mergong 2,

05150 Alor Setar, Kedah

+6012 420 2979

Mr. Ou Jiang Tao

Plant Manager

Greyform & SY Sdn. Bhd.

Ptd 41424 & 41425, Jalan Idaman 2/2,

Taman Desa Idaman, 81400 Senai, Johor.

+65 8321 3756