

## Resume

Name : XAVIER URICH JOSEPH  
Experience : 20 years in construction line.  
Industry : Construction/ Engineering/ Building  
Specialization : Engineering- Civil/ Construction/ Building/  
Elevator & Escalator/ Fire Fighting/  
Electrical/ Mechanical  
Role : Project Management- Construction  
Position : Project Manager  
Level : Executive  
Monthly Salary : MYR 6,000.00  
Address : TB-36-3A WOODSBURY SUITES,  
JALAN CHAIN FERRY,  
12000 BUTTERWORTH, PENANG.



Nationality : Malaysian

I/C No. : 810930-07-5389

Age : 37

Race : Serani mix Chinese

D.O.B. : 30-09-1981

Email : [xavierurichjoseph@gmail.com](mailto:xavierurichjoseph@gmail.com)

Height : 167 cm

Weight : 65 kg

Religion : Catholic

Contact No. : 017-6610263

Married Status : Divorced

Health : Excellent

Children : Kynaston Joseph (12 years old, male, not staying together)  
Kirstyn Joseph (7 years old, female, not staying together)

Hobby : Lion Dance, Martial Art, Gym.

Club : Chan Wah Athletic Association

Father : M.A. Piyathissa

Age: 69

Occupation: Bus Driver

Mother : Khor Goay Hong Age: 57 Occupation: Housewife  
 Sister : Elizabeth Joseph Age: 36 Occupation: Housewife  
 Brother : Melvin Joseph Age: 28 Occupation: Site Supervisor

		<u>Spoken</u>	<u>Written</u>
Language	: English	10/10	10/10
	Mandarin	10/10	6/10
	Hokkien	10/10	6/10
	Cantonese	10/10	6/10
	Malay	10/10	10/10

Education	: SRK Hutchings	1988 - 1993	UPSR
	SMK Hutchings	1994 - 1997	SPM
	Institute Perkin Goon	1998 - 1999	Certificate
	OSHA	2001 - 2001	Pro. Certificate
	Akedemi Binaan Malaysia	2001 - 2001	Pro. Certificate
	Equatorial Academy	2002 - 2002	Certificate
	Two Studio	2003 - 2003	Certificate
	CERT	2015 - 2015	Pro. Certificate

Skill:

- \* Project Management
- \* Lift & Escalator Installation Work
- \* C&S Building and Construction
- \* Electrical Engineering
- \* Mechanical Engineering
- \* Fire Fighting
- \* Site Work Arrangement
- \* Manpower Mobilization
- \* Work/ Project Schedule
- \* Microsoft Excel
- \* Writing Letter
- \* Site Technical Work
- \* Getting New Sales
- \* Getting Variation Order (V.O.)
- \* Preparing Quotation
- \* Site Safety Preparation
- \* Preparation and Attend Authority Inspection CPC, Bomba, JKKP & TNB.
- \* Progress Claim
- \* Site Evaluation
- \* PAM 2006 Contract
- \* Preparing BQ
- \* Coverage of LAD
- \* Application of EOT

- \* Chronology Of Event
- \* Project Documentation
- \* To solve site problem independently
- \* To work outstation/ Willing to travel
- \* Able to work overtime or long hour to meet completion period.
- \* Project monitoring and supervision
- \* Preparing of site report- Daily, weekly,
- \* Site work focusing
- \* Provide solution to technical issue and site matter
- \* Construction Site Safety Requirement
- \* Site planning and arrangement
- \* Manpower, tools and equipment mobilization
- \* Project Costing
- \* Joint Inspection with Client, Consultant, Architect and Main Con
- \* Managing and Coordinating Sub Con work
- \* Assist Consultant and Arhchitect in overall project
- \* Attending multi level meeting
- \* Assist in service
- \* Arranging for Testing and Commissioning
- \* Follow up defect during DLP
- \* Project handover
- \* Final claim collection
- \* Liaise with consultant and Achitect

Previous project reference:-

2018 till current : ~Aspen Vision City, Batu Kawan.  
~Combined Cycle Plant Power Plant Project, Bintulu.

Responsibility:

- \* Overall Project Planning
- \* Site Arrangement
- \* Handle Project Meeting
- \* Variation Order (V.O.)
- \* Preparing BQ and Quotation
- \* Project Management
- \* Conduct site meeting
- \* Liaise with consultant and Achitect
- \* Site Coordination
- \* Site Evaluation
- \* Site Documentation
- \* Insurance Claim

2017 - 2018 : ~ Institute Penyelidikan Kesihatan Bersama (IPKB) Selangor  
~ Comel Johor Bahru  
~ CJ Bio Terengganu  
~ Silver Channel Seberang Perai

- ~ The Park Seberang Perai
- ~ Econsave Bakri, Xing Yi Jasin
- ~ Multi Pixel Kota Damansara

Responsibility:

- \* Lift and Escalator PIC
- \* Project Management and Monitoring
- \* Conduct meeting
- \* Provide Training
- \* Leading team member towards achieving assigned project
- \* Preparing Quotation
- \* Authority Inspection
- \* Site arrangement and project planning
- \* Tender Interview
- \* Preparation of Front Line Schedule
- \* Contract Term
- \* Resolve LAD matter
- \* Sub con coordination and monitoring
- \* Progress Claim, Penultimate Claim & Final Claim
- \* Preparation of Site Report
- \* Issuing Official Letter
- \* Preparing work schedule
- \* Solving site issue independently
- \* Solving site technical matter
- \* Managing on going project
- \* Supervise on going project
- \* Work Independently
- \* Travel and work outstation

- 2011 - 2017
- ~ KSL Mall, Hotel and Condo at Johor Bahru
  - ~ Hospital Sultan Aminah
  - ~ PPR Sri Stulang and Bakar Batu
  - ~ Legoland
  - ~ UEM Nusajaya, Medini International School Nusajaya
  - ~ Econ Medicare Perling
  - ~ PPR Gelang Patah
  - ~ IPD Simpang Renggam
  - ~ Ramatex Batu Pahat and Kulai
  - ~ BP Mall, IPD Batu Pahat
  - ~ Manipal College at Melaka and Muar
  - ~ Hospital Pakar Puteri, Melaka
  - ~ IPD Krubong
  - ~ 906 Hotel Melaka
  - ~ UTC Melaka
  - ~ Melaka Heritage Hotel
  - ~ Melaka Hatten Hotel
  - ~ Genting Cable Car Station

- ~ Genting Premium Outlet
- ~ RSC 9 (Genting Staff Hostel)
- ~ Maxim Hotel Genting
- ~ Fox Theme Park Genting
- ~ Genting Mall
- ~ First World Hotel

Responsibility:

- \* Lift and Escalator PIC
- \* Project Coordination
- \* Project Meeting
- \* Liaise with Consultant, Architect and Client
- \* Top Variation Order Holder
- \* Solve Site Issue and Technical Matter Independently
- \* Assist in Contract Department
- \* Preparing of Progress Claim, Penultimate Claim and Final Claim
- \* Assist Client, Consultant and Architect in completing projects
- \* Handling Project Jobsite
- \* Solve Site Issue and Technical Matter Independently
- \* Site Safety Preparation
- \* Attend Authority Inspection and Meeting for CPC
- \* Attending Multi Level Meeting
- \* Assist Authority in Project Planning
- \* Preparing of Quotation and BQ
- \* Managing and coordinating sub con work
- \* Assist Service, Testing and Commissioning Work.
- \* Work and solve problem independently
- \* Travel and Work Outstation

2009 - 2011 ~ KSL Mall, Hotel & Super Condo Johor Bahru

Responsibility:

- \* Fire Fighting PIC
- \* Site Monitoring
- \* Attending Site Meeting
- \* Liaise with Consultant and Architect
- \* Site Arrangement
- \* Work Planning
- \* Manpower Arrangement
- \* Measuring and Marking on Site Work
- \* Managing and Coordinate High Rise Building Project.

2006 - 2008 ~ Dell Penang C&S Building and Renovation Work.

Job Responsibility:

- \* C&S Site Supervision

- \* Site Documentation
- \* Site Measurement
- \* Site Coordination
- \* Safety Supervision
- \* Preparing Safety Permit.

1998 - 2005

- ~ Intel Penang
- ~ Intel Kulim
- ~ Multimedia Super Corridor C&S Building and Renovation Work.

Job Responsibility:

- \* C&S Site Supervision
- \* Site Documentation
- \* Safety Supervision
- \* Preparing Quotation
- \* Checking and measuring site work
- \* Meeting with client
- \* Preparing Safety Permit.
- \* Site Evaluation
- \* Site Audit

