

# NURUL SYAHIRAH BINTI JAMIL

Bachelor of Quantity Surveying (Hons)

+601112444743 | syahirahjamil1703@gmail.com | Bayan Lepas, Pulau Pinang

www.linkedin.com/in/nurul-syahirah-jamil

## PURPOSE

---

A recent Quantity Surveying graduate from University Technology of Malaysia (UTM) eagerly to leverage my academic knowledge and practical experience to contribute effectively to the industry. I have developed a strong foundation in cost management, contract administration and project management through rigorous coursework and hands-on internships. My passion for precision and efficiency, combined with my ability to work collaboratively in dynamic environments, positions me as a valuable asset to any team. I am enthusiastic about the opportunity to apply my skills and grow professionally in a challenging and innovative role.

## EDUCATION

---

**Bachelor of Quantity Surveying (Hons), UNIVERSITY TECHNOLOGY OF MALAYSIA (UTM)** 2021-2024

Current CGPA: 3.40

### *Achievements and Involvements:*

- Dean's List Award for 1 Semester
- President of Kelab Evolusi Ilmu 2022/2023
- Exco of Welfare and Safety, Jawatankuasa Kolej Mahasiswa Kolej Rahman Putra 2021/2023
- Director of UTM Community Engagement at Surabaya 2.0 (HIJRAH 2.0) 2023
- Director of Project Based Learning 2023

**Diploma in Quantity Surveying, UNIVERSITY TECHNOLOGY OF MALAYSIA (UTM)** 2018-2021

CGPA: 3.63 | Band 3 for MUET (Malaysian University English Test)

### *Achievements and Involvements:*

- Dean's List Award for 2 Semester
- Leader of Second Zone, Jawatankuasa Pelajar Luar Kampus UTMKL 2019/2020
- Vice Director of Langkawi Agricultural Learning 2021
- Exco Logistic of Aceh Community Engagement 2019

## EXPERIENCE

---

**IJM CORPORATION BERHAD**

**Georgetown, Pulau Pinang**

**Protégé – QS Contractor**

**August 2024 – Present**

- Preparing contract documents for subcontractors.
- Preparing variation orders (VO) and instructions for subcontractor's documents.
- Managing subcontractor claims.

**ADAM QS CONSULTANCY SDN BHD**

**TTDI, Kuala Lumpur**

**Practical Trainee – QS Consultant**

**March 2023 – August 2023**

- Carrying out measurement works for various construction projects.
- Preparing tender and contract documents.
- Preparing tender reports.
- Preparing variation order.
- Preparing final account.
- Providing project cost and budget estimation.
- Utilizing software tools and Excel formulas for efficient task execution.

**PLEXUS MANUFACTURING SDN BHD**

**Bayan Lepas, Pulau Pinang**

**Part Time – Manufacturing Technician**

**April 2021- September 2021**

- Responsible for operating and sustaining Die Attach/ Flip Chip equipment.
- Assembly, setup, and buyoff for semiconductor equipment system.
- Supporting daily production operations.
- Ensuring compliance with safety and quality standards.

- Collaborating with engineering teams to improve manufacturing processes.

**JUB UTARA SDN BHD****Practical Trainee / QS Consultant****Georgetown, Pulau Pinang****June 2020-October 2020**

- Carrying out measurement works for various construction projects.
- Preparing tender and contract documents.
- Conducting square checking of tender documents and calling for tender.
- Tracking materials on site and liaising with contractual parties.

**SKILLS & HIGHLIGHT**

---

**Languages**

- Malay – Proficient
- English – Proficient

**Technical Skills**

- Proficient with Microsoft Office
- Good with Glodon, AutoCad, CostX
- Familiar with TinkerCad

**Professional Certificate**

- Safety and Health Officer Introductory Course
- Quality Management for Built Environment and Engineering Professionals
- Construction Personnel – CIDB Green Card

**Interpersonal Skills**

- Adaptability – Adjusting to new conditions, tasks, and challenges with ease.
- Communication – Ability to convey information clearly and concisely, ensuring understanding among team members and stakeholders.
- Leadership – Guiding and supporting team members to develop their skills and achieve their goals.
- Problem-Solving – Generating creative ideas and solutions to improve processes and solve problems.

**REFERENCES**

---

**Sr Dr. Muzani Mustapa** *Academic Advisor, University Technology of Malaysia*

[muzani@utm.my](mailto:muzani@utm.my)

**Ts Dr. Nur Fadilah Darmansah**, *Final Year Project Supervisor, University Technology of Malaysia*

[nurfadilah@utm.my](mailto:nurfadilah@utm.my)

**Muhamad Izzuddin Adam**, *Senior Quantity Surveyor, Adam QS Consultancy Sdn Bhd*

[izzuddin.aqssb@gmail.com](mailto:izzuddin.aqssb@gmail.com)

**Yew Yee Fang**, *Contract Executive, IJM Corporation Berhad*

[yewyf@ijm.com](mailto:yewyf@ijm.com)