



NUR MAISARAH MOHAMAD

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SUMMARY

A fresh graduate from UiTM who are eager to learn and passionate to overcome obstacles that challenge my ability in the related field. Highly motivated to learn new skills and looking for opportunity industrial growth. I am equipped with communication skills and ability to collaborate effectively with team members from diverse backgrounds. Currently seeking and a job in construction sector to utilize my knowledge and develop skills in further.

EDUCATION

University Teknologi Mara (UiTM) Puncak Alam, Selangor **2021 - 2024**
Bachelor of Town And Regional Planning (Hons). CGPA 3.14

University Teknologi Mara (UiTM) Seri Iskandar, Perak **2018 - 2021**
Diploma in Town And Regional Planning. CGPA 3.00

WORK EXPERIENCE

Kean Choon Construction Sdn Bhd - Site Supervisor **May 2024 - Until Now**

- Inspect and identify the material have been arrive on site
- Coordinate the procurement of materials, equipment, and services necessary for project execution.
- Prepare and present project updates and reports to management and clients.
- Document inspections performed on incoming materials, noting any discrepancies.
- Maintain a centralized filing system for all project-related documents, ensuring easy access and retrieval.
- Track the status of documents, including submissions, approvals, revisions, and updates.
- Assist in the preparation and organization of documentation material submission for client review.
- Track submission status and follow up on approvals or requested changes.
- Developed and authored comprehensive GreenRE reports, assessing project sustainability and environmental impact in accordance with GreenRE certification standards

Majlis Perbandaran Kulim Kedah - Internship **March 2023 - July 2023**

- Involve meeting with the developer.
- Assisted the supervisor to the site area for inspection the current condition of the site area to be brought to the One Stop Center (OSC) meeting.
- Site visits for landscape projects to obtain Certificate of Completion and Compliance (CCC).
- Contributed to the preparation of planning documents, such as paper work for OSC meetings as well as to obtain project approval.
- Preparation of layout for the construction and installation of solar lights in Taman Tasik Putra. Kulim
- Participated in meetings and workshops with community stakeholders to gather input and feedback on planning initiatives.

Sunshine Bertam - Part-Time Sales Promoter **September 2022 - October 2022**

- Success in securing sales of approximately RM350 per week, surpassing weekly targets.
- Proactively approach customers to provide product information, answer questions, and offer assistance in a friendly and approachable manner.
- Provide exceptional customer service by addressing inquiries, resolving complaints, and ensuring customer satisfaction.
- Build rapport with customers to foster long-term relationships and repeat business.

RNR Planning Consultant - Internship **October 2020 - January 2021**

- Providing a Development Reserve Report (LCP) and being involved in heritage development action plan projects.
- Involved in preparing working papers for OSC meetings

LANGUAGES

Malay (Native) English (Proficiency)

ACTIVITIES AND INVOLVEMENT

High Impact Program

- Participated in Skills Enhancement Workshop for Compliance with Development Regulations Towards Improving Efficiency in Obtaining Building Permits.
- Participated in Malaysian Urban Forum 2022 (MUF).

Volunteerisms And Corporate Social Responsibilities

- Volunteering as a Postal Voting Clerk for the General Election in the Kedah State Legislative Assembly
- Participated in community service projects for Program 'Save The River For Future Living'
- Committee members Town and regional planning society (TRIPS)

PROFESIONAL SKILL

- Microsoft Office 365 : Expert
- AutoCad : Intermediate
- SPSS : Basic
- CanvaPro : Expert
- SketchUp : Basic

REFERENCE

Available upon request