



AYU SYAZANA BINTI ZULKIFLI

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PERSONAL SUMMARY

Highly motivated Bachelor of Quantity Surveying (Hons) graduate with a strong background in pre-contract and post-contract management, measurement works, and cost estimation. Gained hands-on experience in the contractor's company in the construction industry and seeking an opportunity to further develop skills as a Site Quantity Surveyor in a dynamic and growth-focused environment.

EDUCATION

- **Bachelor of Quantity Surveying (Hons) | October 2021 – January 2024**
Universiti Teknologi MARA (UiTM) Seri Iskandar Campus, Perak.
CGPA: 3.48 | Completed with Dean's List
Among subjects taken: Measurement of Construction works, Project management, Construction Economics & Computer Aided Measurement
- **Diploma in Quantity Surveying, July 2018 – July 2021**
Universiti Teknologi MARA (UiTM) Seri Iskandar Campus, Perak.
CGPA: 3.84 | Vice Chancellor Award | 1st Class

WORKING EXPERIENCES

- **Junior Quantity Surveyor, Perniagaan Azrak Sdn Bhd, Penang | Contractor**
February 2024–September 2024
 - Prepared bill of quantities, cost estimates and take off quantity from drawings for tender and projects
 - Attend site visit and site meeting with client for work progress of project
 - Managed purchasing activities, sourced materials, and liaised with suppliers and sub-contractor
 - Handled Request for Quotation (RFQ) processes and prepared Purchase Orders (PO) for materials.
 - Prepared and managed tender documents for bidding and submission.
 - Monitored and evaluated subcontractor work on-site to ensure adherence to the project timeline
- **Junior Quantity Surveyor (Industrial Training), Perniagaan Azrak Sdn Bhd, Penang | Contractor**
October 2023–January 2024
 - Prepared tender documents, bills of quantities, and other project documentation
 - Collaborated to prepare cost estimates and take off quantity for tender and projects
 - Attend site visit and on-site measurement for proposed tender project
 - Collaborated to manage purchasing activities and sourced materials
- **Assistant Quantity Surveyor (Industrial Training), Pedati Teguh Sdn Bhd, Kedah | Contractor**
October 2020– February 2021

PROFESSIONAL TRAINING/COURSES

- Work at Height Competency, Level 2 (WAH Theory & Harness Safety), October 2023
- Hazard Identification, Risk Assessment Risk Control (HIRARC/First Aid Awareness), October 2023

PROJECT INVOLVED

- **Refurbishment And Alteration Works at Male, Female & Disabled Toilets at Pocket C & D, Universiti Teknologi PETRONAS (UTP), Perak (June 2024 – August 2024)**
 - Request quotations from suppliers and prepare a comparison table to ensure a competitive tender bid and budget.
 - Collaborated with site supervisor in supervising work progress of subcontractor to meet the timeline in work schedule
 - Ensure that material purchase orders from suppliers are aligned with the project timeline to meet work deadlines efficiently.
- **Refurbishment Of Study Space at Village 6 For Residential Village, Universiti Teknologi PETRONAS (UTP), Perak (June 2024 – August 2024)**
 - Liase with suppliers and subcontractors regarding the quotation and work to be done which involve civil, electrical, mechanical and ITAV works to meet project timeline.
 - Conducted on-site measurements for custom material orders to ensure accuracy and alignment with project specifications.
 - Assisted project manager in preparing monthly progress report for client during progress site meeting
- **Provision Of Integrated Civil, Steel Structure and Building Maintenance Services for PETRONAS Onshore Facilities (October 2023 – July 2024)**
 - Prepare bill of quantities (BQ) and quotation for renovation and maintenance project for PDB Prai and Bayan Lepas according to site visit and drawings
 - Conducted on-site measurements and taking off for the quantity.
 - Assisted in request quotation (RFQ) from supplier and prepare Purchase Order (PO)

ACHIEVEMENTS

- **Dean List Award recipient for Bachelor of Quantity Surveying (Hons), 3 out of 5 semesters | 2021-2024**
- **Vice Chancellor Award recipient for Diploma in Quantity Surveying | 2023**
- **Dean List Award recipient for Diploma in Quantity Surveying, 6 out of 6 semesters | 2018-2021**
- **Convo Labyrinth Orienteering Tournament (MAZE), 3rd Place/Women Category | 2019**

SKILLS

- **IT Proficiency**
 - Microsoft Office : Excellent
 - Revit : Intermediate
 - Bluebeam : Intermediate
 - AutoCAD : Intermediate
 - Cost X : Intermediate
 - Buildspace : Basic
- **Language Proficiency**
 - Bahasa Malaysia : Native
 - English : Intermediate

ADDITIONAL INFORMATION

- **Driving License** : B2, D
- **Possess Own Transport** : Yes
- **Willingness to Travel** : Yes
- **CIDB Green Card** : Yes

REFERENCES

Ms Nur Aqilah Binti Mohd Noor
Quantity Surveyor
Perniagaan Azrak Sdn Bhd
(Mobile) 019 - 3640118