

SITI NAIMAH BINTI MAHSURI

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SUMMARY

Highly motivated construction technology graduate from Universiti Teknologi MARA with CGPA 3.60. Recently completed six-month practical training, gaining invaluable experience in assisting site operation and defects works in completing defect liability period. Seeking for more knowledge for continuous improvement for technical skills and gain new experience in the construction industry.

EDUCATION

Universiti Teknologi MARA (UiTM)

Bachelor of Science (Hons.) Construction Technology

Seri Iskandar, Perak

October 2021 – March 2024

- CGPA: 3.60 | Dean's List: Semester 3,5,6 and 7

Universiti Teknologi MARA (UiTM)

Diploma in Building

Seri Iskandar, Perak

July 2018 – December 2021

- CGPA: 3.70 | Dean's List: All semesters | MUET: Band 4
- Vice Chancellor Award

WORK EXPERIENCE

Kerjaya Prospek (M) Sdn Bhd

Site Supervisor for Defects and Architectural Works | Practical Trainee

Batu Uban, Penang

August 2023 – August 2024

- Verify that construction aligns with design intent and standards.
- Inspect ongoing work to ensure adherence to architectural details and quality standards.
- Facilitate communication between various trades to ensure seamless integration of architectural features.
- Conduct regular inspections regarding reported defects and issues in construction work.
- Document all defects and issues, including detailed descriptions and photographs and track the progress of defect resolution and ensure timely corrective actions.
- Coordinate with relevant trades or subcontractors to address and rectify defects and ensure that repairs meet quality standards and do not compromise the architectural integrity.
- Conduct a thorough final inspection to ensure all defects have been addressed before project completion.
- Manage workers problem relating to attendance and payout

NH Ivory Home Sdn Bhd

Practical Trainee

Seri Iskandar, Perak

August 2020 – February 2021

- Manage daily correspondence by handling incoming calls and emails, ensuring prompt and professional responses to inquiries.
- Assist experienced workers with various site tasks, including material handling, equipment setup, and basic construction activities, to gain hands-on experience.

- Participate in inspections and quality checks to ensure that construction work meets specified standards and project requirements.
- Coordinated the preparation and distribution of quotations, sending them to the management team to assist in decision-making processes and ensure all quotes were timely and accurate.

PROJECT

Final Year Project: Smart Rainwater Downpipe

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- Conducted a research project to identify the current issues of the rainwater downpipe
 - Emphasizing and elaborating on innovative ideas, proposed innovation ideas and acknowledgement of the existing and current innovations techniques that are related to Smart Rainwater Downpipe.
 - Prepared a slide presentation and animation video for the operational process of the Smart Rainwater Downpipe using the Sketch Up software.

ADDITIONAL INFORMATION

Technical Skills:

- Ms Office (Word, Excel, PowerPoint) – Excellent
- Construction Managing – AutoCAD (Intermediate), Revit (Beginner) and Sketch Up (Beginner).
- Graphic Editor (Filmora, Canva) – Intermediate

Languages:

- Malay (Fluent)
- English (Intermediate)

REFERENCE

Ir. Raja Nurulhaiza Binti Raja Nhari

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