

# NURHANANI MOHD YUNUS

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A dedicated candidate person with experience as a Property Executive at Sunway Property and Facility Management and awarded first class bachelor's degree in building surveying (Hons). Major in property and Facility Management Building Pathology, Built Environment, Building Control, Risk Management, Building Construction and Building Design. Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people. Motivated and determined to work with company that offers excellent career development and capable of working independently with minimum supervision and committed to provide high quality service for every project.

## EDUCATIONS

**Bachelor of Building Surveying (Hons.)**  
**2020-2023**  
**CGPA 3.73**

**UNIVERSITI TEKNOLOGI MARA SERI ISKANDAR**

Relevant modules included: Facilities Management, Building Condition Assessment, Building Design and Building Inspection

**Diploma in Building Surveying (Hons.)**  
**2017-2020**  
**CGPA 3.57**

**UNIVERSITI TEKNOLOGI MARA SERI ISKANDAR**

Basic information on Building Condition Assessment, Building Design, Building Facilities Management, Building Services and Building Inspection

**SIJIL PELAJARAN MALAYSIA**  
**2012-2016**  
**GRADUATED ON TIME**

**SEKOLAH KEBANGSAAN ULU KINTA**

Secondary schools in science and technology to students who have high academic and intellectual

## RELATED WORK EXPERIENCES

### SUNWAY PROPERTY AND FACILITY MANAGEMENT

*May 2023-August 2024*

Executive – Property Investment

- Managing Sunway Property Investment Residential; 340 units at Sunway Villa Apartment, 26 units at Palmville Resort Condominium, Sun-U Residence, Lagoon View Resort Condominium, Tiara Townhouse.
- Ensuring residential area in good condition; safety, comfort.
- Liaise with all service providers in ensuring the residential is maintained; landscaping, cleaning, pest control, and security.
- Liaise with registered contractor for any renovation work, ad-hoc maintenance work; plumbing, civil and engineering, electrical and mechanical work.
- Negotiate the best price with contractor, prepare Purchase Requisition and Purchase Order for awarded works.
- Liaise with tenants in ensuring the tenants' comfort including making sure they pay the rental fees on time; attend complaint, arrange contractor/technician/handyman for complaint.
- Ensuring all houses are in a good condition before the new tenants move in; arrange contractors, technician, housekeeping and handyman.
- Arrange prospects for new move in and prepare Tenancy Agreement.
- Prepare renewal Tenancy Agreement and make sure all outstanding cleared.
- Assisting Assistant Manager for the coordination/supervision/inspection/monitor and control daily work at project site
- Attends progress meetings, site safety briefing and reports on the current situation
- Preparing in finding the best contractor for upgrading and maintenance works with the best price
- Prepare minute meetings for Credit Control Monthly Meeting and update on Vacant List daily
- Involved in inspection on the vacant unit, pre-construction and post-construction project.
- Involve with Management Corporation, TNB, Air Selangor, Indah Water Konsortium, Pejabat Tanah dan Galian and MBSJ; change of tenancy, change of ownership, quit rent, maintenance fees

**PENGURUSAN PERBADANAN MERU IDAMAN**

October 2022-January 2023

Internship, Building Maintenance

4 months

- Assisting the Project Engineer and Project Team for the coordination/supervision/inspection/monitor and control daily work at project site
- Attends progress meetings and reports on the current situation
- Carry out site inspection and provides report such as taking site picture, daily and monthly
- Upkeeping and maintaining the database of all construction drawings and other documents in a safe and secure manner
- Ensuring all works are carried out in accordance with the drawings, specifications, and construction plan
- Site meeting with consultant, main contractor and workers
- Carrying out coordination with C&S/M&E and architectural works
- Ensuring all the workers on site adhere to the rules and regulations
- Work closely with clients, vendors, consultants and sub-contractors on technical matters and checklist

**Achievements in PENGURUSAN PERBADANAN MERU IDAMAN.**

- Successfully Inspect 2 of 22 storey Condominium Buildings, Carpark Building and Clubhouse Building for Taman Meru Idaman

**BINTANG WIRAJAYA SDN. BHD.**

February 2020- July 2020

Internship, Asst. Building Surveyor

6 months

- Involve in feasibility study, design brief, and preliminary engineering design
- Investigate and report for corrective action to overcome all building defects
- Carry out weekly inspection at site construction
- Perform scheduled preventive maintenance
- Reports to Project Manager, Site Engineer and Architect in case any problem occurred
- Compile and analyze report to take necessary action required on data and observation recorded as per periodic list
- Quality check control for finished works and conducting preliminary inspection at construction sites
- Carry out coordination with C&S/M&E and architectural works
- Attends progress meetings and reports on the current situation
- Supervise day-to-day site works and prepare site/monthly report in established procedure

**Achievements in BINTANG WIRAJAYA SDN. BHD.**

- Actively involved in inspecting defect at 15 storeys apartment building for "4 BLOK APARTMENT MAMPU MILIK 5 TINGKAT (360 UNIT)

**PERSONAL ACHIEVEMENTS**

- 2023 -** Supervised on Refurbishment Project at Penthouse, Palmville Resort Condominium and 68 units,
- 2024** Phase 1 and 53 units, Phase at Sunway Villa Apartment
- 2022** Speaker for Undergraduate Property Development at UiTM Seri Iskandar
- 2020** Participated in Program Pentauliahan Penyeliaan dan Pengurusan Melalui Kaedah 1 (Facilities Management Executive)
- 2018** Produce Dilapidation Report for HEP Building of UiTM Shah Alam
- 2018** Vice President for Orienteering Kesatria Kembara UiTM Seri Iskandar

**SKILLS**

- Microsoft Office (Words, Excel, Power Point, Project, Team)
- Sketchup
- Revit
- AutoCAD
- Photoshop
- Critical Thinker
- Fast Learner
- Communication
- Professionalism
- Data Analysis Adaptability
- Computer Proficiency

**LANGUAGES**

Language	Spoken	Written
Bahasa Malaysia	<b>10</b>	<b>10</b>
English	<b>10</b>	<b>10</b>

**REFERENCES**

Ana Nofita Azmi	SUNWAY PROPERTY AND FACILITIES MANAGEMENT (Assistant Manager)	+6011-33383964
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