

SITI BAZILAH BINTI ABDUL KHAIR (Quantity Surveyor)

Phone: +60 14-6488986

Email: siti.bazilah.abdul.khair@gmail.com

Location: Penang & Kedah (Possess own transport)

Availability: 2 months

Expected Salary: RM3,800.00 – 4,800.00 (Negotiable)



Experienced Quantity Surveyor with 2 years of hands-on expertise in cost estimation, budgeting, and contract administration across various construction projects. Able to manage project costs efficiently, negotiate contracts, and ensure compliance with industry standards and regulations. Skilled in collaborating with clients, contractors, and project teams to deliver projects on time and within budget. Seeking to further enhance my skills in a dynamic organization, leveraging my experience to contribute to the successful delivery of high-quality construction projects while optimizing profitability.

EDUCATION/SKILLS

Bachelor of Science (Housing, Building and Planning) (Honors) | Quantity Surveying, Universiti Sains Malaysia (2022)
– 2nd Class Upper

Skills: Cost Estimation and Budgeting | Measurement and Valuation | Contract Administration | Cost Control | Procurement and Tendering | Risk Management | Knowledge of Construction Law | Financial Reporting

Software: MS Excel | MS Office | MS team

PROFESSIONAL EXPERIENCE (2 YEARS)

1. **Commercial Executive – Kinetics Systems Malaysia Sdn Bhd (September 2022 – Present)**

- Assisted in the preparation of cost estimates and budgetary control for industrial projects, ensuring all costs were within the approved budget.
- Conducted quantity take-offs and material measurement for Industrial building and civil engineering projects.
- Assist procurement processes, from preparing tender documentation including reviewing, negotiating, and finalizing contracts with contractors and suppliers.
- Supported the purchaser team by sourcing and evaluating suppliers, ensuring competitive pricing and high-quality materials.
- Monitored project progress and provided regular financial updates, to ensure the expenses within the budget.
- Conducted valuation works to ensure an accurate pricing and quantity of materials.
- Collaborated with project managers and commercial department to maintain timelines and resolve financial or contractual issues.
- Prepared detailed financial reports for senior management, outlining project cost forecasts and budget variances.
- Valuating, maintaining and reviewing project documentation and invoices to ensure a smooth cash flow.
- Participated in project meetings, providing updates on financial aspects and ensuring compliance with contract terms.
- Helped in identifying potential project risks and provided solutions to mitigate cost overruns.
- **Project Involved/Achievements/Milestones:**
 - Intel KM2 Apr'22 & Aug'22 PB BCD Room – RM 14Million
 - Intel KM2 WCPU Conversion to AHU PB Phase 2 – RM 5Million
 - Intel KM2 SIMS APR'21 CR PB_P1B – RM 10Million
 - Intel KM2 SIMS July'21 CR PB Phase 2A – RM 8Million
 - Intel KM2 SIMS July'21 CR PB Phase 2B – RM 6Million

2. Intern – Alor Setar Development Sdn Bhd (July 2021 – October 2021)

- Assisted senior quantity surveyors in preparing cost estimates and project budgets for residential and commercial construction projects.
- Conducted on-site measurements and evaluations to ensure accurate pricing of materials and quantities used in construction.
- Supported in preparing tender documentation, including bills of quantities, schedules of rates, and cost analysis reports.
- Helped track project expenses and compiled cost reports, highlighting any budgetary discrepancies for review.
- Gained experience in utilizing quantity surveying software such as MS Excel for costing.
- Participated in project meetings, providing updates on cost-related matters and assisting with the resolution of financial issues.
- **Project Involved/Achievements/Milestones:**
 - Masjid Al-Bukhari at Alor Setar – RM 4Million
 - Lembaga Kemajuan Wilayah Kedah (KEDA) - RM 3Million

PROFESSIONAL CERTIFICATE / TRAINING

- CIDB Green Card
- Responsible Business Alliance (RBA) Requirements Awareness Training
- Responsible Business Alliance (RBA) Requirements Internal Audit Training
- Integrated Management Systems (IMS) – Understanding On ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Awareness Training

VOLUNTEERISM / EXTRA-CURRICULAR ACTIVITIES

- **Event Manager** – it's Fri-Yay Celebration event (2024)
- **Volunteer** – Rebranding Incubator Through Social Entrepreneurship (RISE) (2023)
- **Head of Event Management Department** – HBP Orientation (2022)
- **Project Director** – Poster Competition for HBP Association (2021)
- **Facilitator** – Pembimbing Program Siswa Lestari (PPSL) Session 2020/2021
- **Class Representative** – QS Studio (2021)

ACHIEVEMENTS

- JPA Scholarship
- Dean's List Award for Semester 3

RESEARCH EXPERIENCE

- **RISM International Research Conference 5.0**
Theme: Bridging World: Towards Future Sustainability and Technology in the Built Environment
Paper Title: Covid-19: Salary Comparison, Challenges and Future Directions Among Quantity Surveying (QS) Graduates

REFEREES

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