



NUR NAZILAWATI BINTI AMIR ZAINUDDIN

Address : 825, Lorong Teja 14 Taman Keladi, 08000 Sungai Petani, Kedah
Mobile : +60 13-568 9129
Email : nurnazilawati@gmail.com
Marital Status : Single

BRIEF SUMMARY

Highly motivated professional with strong communication skills and a quick learning ability, seeking a position at a prestigious company to apply knowledge in the Civil Engineering field. Dedicated, goal-oriented, and passionate about achieving results. Recognized for being punctual, reliable, and approachable, with excellent teamwork and interpersonal skills. Able to stay composed under pressure while delivering clear communication and contributing to team success.

WORKING EXPERIENCE

KERJAYA PROSPEK SDN BHD

(Sep 2023-Present)

Site Engineer

- Monitor pipe sewerage systems (1200 mm, 750 mm, 450 mm, 225 mm), drainage, and infrastructure work, ensuring timely and precise completion of work.
- Supervise reinforced concrete (RC) wall construction, guaranteeing adherence to quality and safety standards.
- Manage material logistics on site, optimizing resource use and minimizing delays.
- Conduct site inspections with consultants, verifying compliance with project specifications and resolving issues promptly.
- Coordinate work schedules and labor assignments to ensure project milestones are met on time.
- Monitor and follow design drawings provided by the consultant, ensuring all work aligns with project specifications.

JFA JAYA SDN BHD

(Mar 2023-Sep 2023)

Site Engineer

- Verified technical designs and drawings, ensuring workers adhered to specifications for accurate project execution.
- Prepared site diary and documentation, maintaining accurate records of daily progress and issues.
- Organized task assignments for workers, streamlining processes to expedite completion and meet project deadlines.

ABADINI INTEGRAS SDN BHD

(Aug 2022-Oct 2022)

Industrial Trainee

- Performed structural calculations for slabs and sediment tanks, supporting the "Menaiktaraf Loji Rawatan Air Di Jenun Lama" project to ensure accurate design specifications.
- Utilized ESTEEM and AutoCAD to produce detailed engineering drawings, ensuring precision in project planning.
- Calculated bill of quantities for cut and fill works, optimizing cost efficiency and material use throughout the project.

EDUCATIONAL BACKGROUND

UNIVERSITI TEKNOLOGI MARA (UITM) PERMATANG PAUH, PULAU PINANG (2020-2023)

Bachelor's Degree of Engineering (Hons.) Civil Engineering (Infrastructure) | CGPA: 3.24

UNIVERSITI TEKNOLOGI MARA (UITM) PASIR GUDANG, JOHOR (2016-2020)

Diploma in Civil Engineering | CGPA: 3.08

SEKOLAH MENENGAH KEBANGSAAN CHE TOM, SUNGAI PETANI, KEDAH (2017)

Sijil Pelajaran Malaysia (SPM)

SKILLS

Software Skills:

- Microsoft Word: Advanced
- Microsoft Excel: Advanced
- Microsoft PowerPoint: Advanced
- Microsoft Project: Intermediate
- ESTEEM: Intermediate
- AutoCAD: Intermediate

Soft Skills:

- Problem-Solving: Quick to identify and resolve issues to keep projects on track.
- Communication: Clear communicator of technical information to diverse teams.
- Time Management: Effective in prioritizing tasks to meet deadlines.
- Attention to Detail: Ensures accuracy in all technical work and inspections.
- Team Collaboration: Works well with contractors and site teams to achieve goals.

Language Proficiency:

- Malay: Native
- English: Advanced

REFERENCES

Nik Farhanim Binti Imran

Senior Lecturer (Academic Advisor)
Faculty of Civil Engineering, UiTM Pulau Pinang
+60 12-423 8807
farhanim4611@uitm.edu.my

Nurul Syafiqah Binti Roshidi

Site Engineer
Kerjaya Prospek Sdn Bhd
+60 16-421 5126
syafiqahrosidi98@gmail.com