

RESUME

CARRIER OBJECTIVE

To seek an appropriate position with a dynamic organization where I can apply my skills and loyalty in exchange for career guidance, training and opportunity for advancement.

A. PERSONAL DATA

Full Name : Nor Baizura Binti Mat Isa
NRIC No : 810626 – 07 – 5472 (New)
B.E.M No : 53644A (Graduate Engineer)
I.E.M Membership No : 66757
Address : No.55, Lorong BLM 3/22,
Bandar Laguna Merbok, 08000,
Sungai Petani, Kedah.
Contact No : 019 – 4790243 (H/P)
Email Address : baizura_mdisa@yahoo.com
Age : 43
Date & Place Of Birth : 26 – 06 – 1981 (Pulau Pinang)
Marital Status : Single
Nationality : Malaysian
Language Spoken : English / Bahasa Malaysia
Language Written : English / Bahasa Malaysia




B. EDUCATIONAL BACKGROUND

Year	Higher Level	Sekolah/ Kolej/University
2001-2007	B.Eng(Hons)	University of Technology Malaysia, Electrical Engineering
1999-2000	Matriculation	MARA Matriculation Center, Kulim Kedah
1997-1998	SPM	Sek. Men. Teknik Tunku Abdul Rahman Putra, P.Pinang
1994-1996	PMR	Sek. Men. Raja Tun Uda, Bayan Lepas, P.Pinang
1988-1993	UPSR	Sek. Keb. Sg. Nibong, P. Pinang.

C. CURRICULUM ACTIVITIES



Level	Activities
Matriculation	(a) Netball player for UTM inter-matrix (b) Volleyball player for UTM inter-matrix (c) 4x100mtr
Secondary	(a) Karate Do (MSSPP) Team Kata (b) Sofball (MSSPP) (c) Bola Jaring (MSSPP) (d) 4x100mtr; 100mtr


D. WORKING EXPERIENCE



Year	Company
2007 – 3.5.2014	<div data-bbox="418 241 576 367" style="text-align: center;">  <p>S.E.M dynamic</p> </div> <p data-bbox="592 268 1063 325">S.E.M Dynamic Engineers Sdn Bhd. <i>(Project, Service & Maintenance Engineer)</i></p> <p data-bbox="418 394 641 420">Job Responsibilities</p> <ul style="list-style-type: none"> <li data-bbox="418 424 941 449">-Collecting Data & prices and attend to Site Visit <li data-bbox="418 453 1166 478">-Prepare bill of quantity and relevant documents for tender submission <li data-bbox="418 483 1453 541">-Supervision and inspection for electrical works at site, coordinate and manage documentation for all project implementation from the beginning stage to final stage <li data-bbox="418 546 885 571">-Prepare construction / schematic drawings. <li data-bbox="418 575 1133 600">-Evaluate subcontractor's / supplier's price & technical information <li data-bbox="418 604 1453 663">-Liaise with supplier, client, architect, Quantity Surveyor & consultant for any issue arise during the project progress. <li data-bbox="418 667 1437 693">-Dealing with authorities such as TNB / JKR / TM for any works which need their involvement. <li data-bbox="418 697 1112 722">-Testing and Commissioning (IR test, Earth Test, Pressure Test) <p data-bbox="418 758 600 783">Project Handled:</p> <ol style="list-style-type: none"> <li data-bbox="467 787 1453 875">1) Cadangan Membina dan menyiapkan Sebuah Maktab Rendah Sains Mara (MRSM) Di atas Sebahagian Lot 1929 (Lot Lama 518) MK Gelong, Daerah Kubang Pasu, Kedah Darul Aman. (RM 3,726,032.00) ~2009 <li data-bbox="467 879 1453 993">2) Cadangan Membina 2 Blok 340 Unit Rumah Pangsa kos Sederhana 12 Tingkat (340 Unit) Di atas sebahagian Lot 8012 (Lot Lama 2364) Jalan Sultan Azlan Shah, Mukim 12, Daerah Barat Daya, Pulau Pinang Untuk Tetuan Sri Tunas Sdn. Bhd. (RM 1,875, 745.00) ~ 2009 <li data-bbox="467 997 1453 1056">3) The Expansion of North Butterworth Container Terminal Phase 3A , Penang Port (RM 26, 742,701.80) ~ 2010 <li data-bbox="467 1060 1453 1182">4) Cadangan Pemasangan Elektrikal, Telefon dan ICT Serta Kerja-Kerja Berkaitan Untuk Projek Pembangunan Semula Makmal Veterinar Kawasan Bukit Tengah Di Atas Sebahagian Lot 798, Mukim II, Bukit Mertajam, Seberang Perai Tengah, Pulau Pinang Untuk Tetuan Jabatan Pengairan Dan Saliran (RM 5,560,222.00) ~2010 <li data-bbox="467 1186 1453 1274">5) Pemasangan Elektrik Untuk Menaiktaraf Bekalan Elektrik Keseluruhan Tapak Ekspo Seberang Jaya, Seberang Perai Tengah, Pulau Pinang, Untuk Tetuan Jabatan Kerja Raya. (RM1,373,929.00) ~ 2011 <li data-bbox="467 1278 1453 1392">6) Cadangan Pemasangan Elektrik Bagi Membina Dan Menyiapkan Sebuah Sekolah Kebangsaan Permatang Pasir Yang Mengandungi 24 Bilik Darjah Dan Kemudahan Berkaitan Di Daerah Bandar Baharu, Kedah Darul Aman Untuk Tetuan Kementerian Pelajaran Malaysia (RM1,301,001.00) ~2012 <li data-bbox="467 1396 1453 1484">7) Kerja-Kerja memasang, Menguji, dan Memulatugas Kabel Talian Atas 33kV 3X150mmsq ABC Kabel Dari Ringlet Ke PMU Load Centre A Pahang Untuk Tetuan TNB. (RM 1,420,000.00) ~ 2013 <p data-bbox="418 1520 795 1545">(b) Service and Maintenance works</p> <ul style="list-style-type: none"> <li data-bbox="418 1549 1453 1608">-Managed & supervised on servicing electrical component such as 11kV switchgear, 11/0.433kV Transformer, ACB, & Capacitor Bank, Generator Set & Switchboard <li data-bbox="418 1612 1063 1638">-Involved in Testing & Calibration works on protection relay <li data-bbox="418 1642 584 1667">-Power Quality <p data-bbox="418 1703 600 1728">Project Handled:</p> <ul style="list-style-type: none"> <li data-bbox="418 1732 1144 1757">- Entegris (M) Sdn. Bhd ; - Kulim Technology Park Centre (KTPC) <li data-bbox="418 1761 1242 1787">- Flextronics Technology; Alpha Industries Berhad; Finisar Malaysia Sdn Bhd <li data-bbox="418 1791 885 1816">- Penang Port Sdn. Bhd; Wisma DarulAman <li data-bbox="418 1820 990 1845">- UiTM Penang ; UiTM Perlis; UiTM Merbok, Kedah <li data-bbox="418 1850 1144 1875">- Aeon Co. (M) Bhd (Aeon Seberang Perai City Shopping Centre) <li data-bbox="418 1879 966 1904">- Sea View; Park View; Dewan Perniagaan Melayu

Year	Company
05.05.2014-18.09.2015	<p data-bbox="418 191 716 247">Perunding Jurutera CSN. (M&E Engineer)</p> <p data-bbox="418 279 646 306">Job Responsibilities</p> <p data-bbox="418 310 1446 367"><i>-Managing and tendering M&E contracts and preparing relevant documents, drawing, specifications, calculation and others.</i></p> <p data-bbox="418 371 1003 399"><i>-To ensure timely implementation of all project phases.</i></p> <p data-bbox="418 403 1295 430"><i>-Assign and coordinate works with Drafters, Designers, Engineers, Clerk of works.</i></p> <p data-bbox="418 434 1430 462"><i>-Attending all necessary meetings/discussion with the sub-contractor and site progress meeting</i></p> <p data-bbox="418 466 1365 493"><i>-Liase with relevant authority and client on approval of the proposal and design concept.</i></p> <p data-bbox="418 497 1458 554"><i>-Assist Project to review the evaluation of tenders, conduct tender clarification meetings and prepare of evaluation reports.</i></p> <p data-bbox="418 585 516 613">Project:</p> <ol data-bbox="467 617 1463 1923" style="list-style-type: none"> <li data-bbox="467 617 1463 1010">1. Cadangan Membina 1 Blok Bangunan Mengandungi : <ol style="list-style-type: none"> <li data-bbox="467 646 1187 674">a) Menara A-Rumah Pangsa Kos sederhana 35 Tingkat (354 Unit) <li data-bbox="467 678 1170 735">b) Menara B- Rumah Pangsa Kos Rendah 25 Tingkat (353 Unit) Termasuk 4 tingkat tempat letak kenderaan <li data-bbox="467 739 862 766">c) 15 Unit Kedai/Pejabat 3 Tingkat <li data-bbox="467 770 886 798">d) 1 unit Dewan Serbaguna 1 Tingkat <li data-bbox="467 802 764 829">e) 1 Unit Surau 1 Tingkat <li data-bbox="467 833 1463 1010">f) Di atas lot 88, 1719, 1729, Dan tanah kerajaan (lot asal 99), seksyen 4, Butterworth Jalan Bagan Baru1, Kampung Jawa, Seberang Perai Utara Untuk Tetuan Perbadanan Pembangunan Pulau Pinang Kontrak Amount RM 104, 999, 675.79 Site Possession : 17 November 2014 Completion Date : 16 March 2017 <li data-bbox="467 1041 1463 1346">2. Cadangan Membina 1 Blok Kompleks 37 Tingkat Mengandungi: <ol style="list-style-type: none"> <li data-bbox="467 1071 1000 1098">a) Menara 29 Tingkat Kondominium (98 Unit) <li data-bbox="467 1102 886 1129">b) 2 Tingkat Kemudahan Masyarakat <li data-bbox="467 1134 1463 1346">c) 6 Tingkat Podium yang mengandungi 2 tingkat kedai (15 unit) Dan 4 tingkat Tempat letak kereta beserta 2 Tingkat Tempat letak kereta bawah tanah di atas Lot Lama 285(Lot baru 3407) Sek.1, Bandar Tanjung Tokong, Daerah Timur Laut, Jalan Tanjung Tokong, Pulau Pinang Untuk Tetuan Plenitude Bayu Sdn. Bhd. Date Of Commencement : 8 Nov 2013 Date Of Completion : 16 Sep 2017 <li data-bbox="467 1377 1463 1738">3. Cadangan Pembangunan Skim Perumahan Di Atas Lot 583, 590, 591, 592, 1639, 1640, 1686, 1725, 1727, 1728, 1729, 1768, 1781 Dan 1789, Mukim 14, Seberang Perai Tengah. <u>FASA 2</u> <ol style="list-style-type: none"> <li data-bbox="467 1470 902 1497">A) 2 Unit Banglo 2-Tingkat (Pelot 5-6) <li data-bbox="467 1501 1219 1528">B) 72 Unit Rumah Berkembar 2-Tingkat (Jenis A) (Pelot 1-2 & 5-74) <li data-bbox="467 1533 1146 1560">C) 60 Unit Rumah Berkembar 2-Tingkat (Jenis B) (Pelot 1-60) <li data-bbox="467 1564 862 1591">D) 1 Unit Pencawang Elektrik TNB <li data-bbox="467 1596 708 1623">E) 1 Unit Stor MPSP <li data-bbox="467 1627 781 1654">F) 1 Unit Pondok Pengawal <li data-bbox="467 1659 781 1686">G) 1 Unit Dewan 1-Tingkat <li data-bbox="467 1690 781 1717">H) 1 Unit Pondok Pengawal Untuk : Tetuan Manda'rina Sdn. Bhd <li data-bbox="467 1776 1463 1923">4. Tender For The Supply, Delivery, Installation, Testing, Commissioning & Maintenance Thereafter Of The Proposed L.T. Electrical Installation, Internal MATV, Internal Telephone, Street Lighting & External Telephone Installations For A Period Of Twenty Four (24) Months For Cadangan Skim Perumahan Di Atas PT2521 Dan Sebahagian PT2527, Mukim 14, Seberang Perai Tengah, Pulau Pinang

Year	Company
	<p><u>FASA 3</u></p> <p>A) 96 Unit Rumah Berkembar 2 Tingkat (Jenis A) (Pelot 333-356, 361-386, 442-487) B) 8 Unit Rumah Berkembar 2 Tingkat (Jenis A1) (Pelot 357-360, 387-388, 488-489) C) 92 Unit Rumah Berkembar 2-Tingkat (Jenis B) (Pelot 390-441, 491-530) D) 16 Unit Rumah Berkembar 2 Tingkat (Jenis C) (Pelot 533-548) E) 4 Unit Rumah Berkembar 2 Tingkat (Jenis C1) (Pelot 531-532, 549-550) F) 2 Unit Banglo 2 Tingkat (Jenis D) (Pelot 417, 529) G) 2 Unit Pencawang Elektrik TNB H) 1 Unit Rumah Pam I) 1 Unit Menara Tangki Air J) 1 Unit Pondok Pengawal</p> <p>Untuk Tetuan : Manda'rina Sdn. Bhd.</p>
<p>21.09.2015- 08.10.2017</p>	<div data-bbox="418 642 690 720" data-label="Image"> </div> <p>CONLAY CONSTRUCTION SDN BHD. (M&E Coordinator)</p> <p>Job Responsibilities</p> <ul style="list-style-type: none"> - Responsible to guide the overall M&E strategy and implementation of related activities within the project. -Identify discrepancies between M&E, Structural and Architectural provisions - Manage, supervise and coordinate all NSC activities and resources relating to the assigned projects. -To organize, coordinate and supervise M&E subcontractor's work being carried out accordance to contracts and construction drawing -Liase with relevant authority and client on approval of the proposal and design concept. -Assist Project to review the evaluation of tenders, conduct tender clarification meetings and prepare of evaluation reports. <p>Project:</p> <ol style="list-style-type: none"> 1) Cadangan Membina Kompleks Perdagangan 35 Tingkat Yang Mengandungi Podium Perniagaan 6 Tingkat Dan Tempat Letak Kereta, 6 Blok Bangunan Pangsapuri Servis (1,338 Unit) Dan 1 Tingkat Basemen Untuk Ppu Di Atas Lot 28823 To Lot 28829 (Sebahagian Lot Lama 14404), Fasa 2, Taman Pelangi, Mukim Setapak, Kuala Lumpur Untuk Tetuan Meridian Maxim Sdn Bhd. 2) Cadangan Pembangunan Perdagangan Bercampur Yang Mengandungi: <ul style="list-style-type: none"> Fasa 1 <ol style="list-style-type: none"> a) Podium Perniagaan Dan Pejabat - 4 Tingkat (Aras 1 Hingga Aras 4) b) Tempat Letak Kenderaan Bertingkat - 5 Tingkat (Aras 5 Hingga Aras 9) c) Ruang Perniagaan Dan Tempat Letak Kenderaan Bawah Tanah - 1 Tingkat (Aras Basemen B1) d) Tempat Letak Kenderaan Bawah Tanah - 2 Tingkat (Aras Basemen B2 Hingga Basemen B3) Fasa 2 <ol style="list-style-type: none"> a) Pangsapuri Servis Blok A (162 Unit) - 29 Tingkat (Aras 11 Hingga Aras 39) b) Pangsapuri Servis Blok B (170 Unit) - 23 Tingkat (Aras 11 Hingga Aras 33) c) Pangsapuri Servis Blok C (186 Unit) - 25 Tingkat (Aras 11 Hingga Aras 35) d) Pangsapuri Servis Blok D (156 Unit) - 28 Tingkat (Aras 11 Hingga Aras 38) e) Kemudahan Rekreasi Atas Podium - 1 Tingkat (Aras 10) <p>Di Atas Lot-Lot 7674-7678, 8299, Pt4861 & Pt4870, Seksyen 2, Bandar Ulu Kelang, Daerah Gombak, Selangor Darul Ehsan, Datum Jelatek.(RM 774,258,899.41)</p>

Year	Company
<p>15.10.2017- Jun 2020</p>	<div style="text-align: center;">  <p>PREMIER DE MUARA SDN. BHD. Senior Coordinator</p> <p>PRG HOLDINGS BERHAD</p> </div> <p>Job Responsibilities</p> <ul style="list-style-type: none"> ~ to ensure all documents related to ISO in order ~Liaise and coordinate Contractor, Consultant Representative on project matter ~Coordinate with all Subcontractors on matters pertaining to site and quality issues and progress. ~Attend CCM Meeting, Site Meeting, NSC Meeting ~Ensure all contractual requirements are complied with agreed procedures. ~Keeping track on variation and claims of contract and cost impact and feedback information to the Project Manager. ~Check construction drawing, identify discrepancies for resolution. ~Check for quality of work, materials, site installation according to specification and to ensure quality performance of project to meet Qlassic requirements. <p>Project:</p> <p>Project: Cadangan Pembangunan Dua Blok Pangsapuri Yang Mengandungi 38 Tingkat Blok A (270 Unit), 38 Tingkat Blok B (202 Unit), 1 Ruang Kemudahan, 5 Tingkat Letak Kereta, 1 Unit Pondok Pengawal dan 1 unit rumah sampah di atas lot 141, seksyen 88, Kg. Bumiputera, Jalan Jelatek, Mukim Kuala Lumpur (Main Building Work Package) RM 247,000,000.00</p>
<p>01 Jun 2020- 31 May 2023</p>	<div style="text-align: center;">  <p>VIZIONE BUILDER SDN. BHD. Senior M&E Coordinator</p> <p><small>VIZIONE®</small> <small>Dedication, Innovation, Creation</small></p> </div> <p>Job Responsibilities</p> <ul style="list-style-type: none"> ~Responsible for preparation of plan and procedures including arranging site set-up, obtaining clients' approval, supervising and managing the site construction activities carried out by subcontractors and to ensure timely completion of the work by fulfilling all quality and safety aspects and targets. ~Responsible for coordination and supervision for installation, testing & commissioning services of projects undertaken by the company eg electrical system, ACMV systems, fire protection system, ELV, Swimming Pool and Sauna, Lift & Escalator, Compound and garden light, façade light, Pump & Equipment ~Coordinate with interface contractors and also with consultants for engineering issues, shop drawing and conduct M&E NSC Meeting ~Monitor, coordinate and inspect all M&E installation work according to drawing ~Liaison with relevant authorities, consultant and contractors to ensure smooth implementation and quality of M&E aspects of projects ~Coordinate design process and material submission of all M&E elements, including work with relevant consultants, specialist or suppliers. ~Carry out inspection and test as per Inspection and Test Plan ~Implement action plans from risks and opportunity assessment to comply with legal/ others requirements applicable to the organization <p>Project:</p> <p>Cadangan Pembangunan 2,400 Unit Rumahwip (46 Tingkat) Yang Mengandungi : Blok A, E (38 Tingkat), Blok B (36 Tingkat), C (37 Tingkat), Block D (39 Tingkat) Kemudahan Penduduk (1 Tingkat), Lobi & Podium Tempat Letak Kereta (6 Tingkat) Beserta 2 Aras Sub Basemen Di Atas Lot 8947 & 8948, Jalan Gombak, Mukim Setapak, Wilayah Persekutuan Kuala Lumpur, Hektar Aneka Sdn Bhd.(RM 465,000,000.00</p>

Year	Company
19 June 2023 – 17 October 2023	<div data-bbox="435 191 690 289">  </div> <div data-bbox="760 212 1052 268"> <p>Southern Score Sdn. Bhd. <i>(Project Coordinator)</i></p> </div> <p>Job Responsibilities</p> <ul style="list-style-type: none"> • To check all the constructions drawing, material quality • To check procedure and client need checklists from commencement to completion of project view • To liaise with consultants to resolve the construction issues or design matters promptly. • To monitor contractor’s progress of works • To ensure the product quality is in accordance with company quality standards • To coordinate and check building and infrastructure design, coordinate submission of design plans to various authorities for approval, and finalize all construction drawings • To check and monitor SPA drawings issued timely <p>Project: A2A3</p> <p>1) Cadangan Pembangunan 2 Blok Pangsapuri Suite (Kediaman) 47 Tingkat (2,082 Unit) Yang Mengandungi :</p> <ol style="list-style-type: none"> i. Blok A – 47 Tingkat (946 Unit) ii. Blok B – 47 Tingkat (1,136 Unit) iii. 2 Aras Ruang Niaga (55unit), Ruang Penjaja, Tadika & Taska, Pejabat Pengurusan, Surau,Ruang Tnb (2 Unit SSU 11kv) Dan Mekanikal Di Tingkat 1 Dan 2, iv. 6 Aras Podium Tempat Letak Kenderaan, Di Tingkat 3 Hingga 8, v. 1 Aras Kemudahan Penduduk Yang Mengandungi Dewan Serba Guna, Gimnasium, Kedai Serbaneka, Dobi, Surau, Pejabat Pengurusan, Kolam Renang, Taman Permainan Serta Lain-Lain Kemudahan Di Tingkat 9, vi. Serta 1 Aras Besmen Tempat Letak Kenderaan Dan Ruang Mekanikal <p>Di Atas Lot 200421 Dan Lot 200422, Jalan Usahawan Off Jalan Genting Klang, Mukim Setapak, Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur Untuk Tetuan Platinum Victory Development Sdn Bhd</p> <p>E18</p> <p>2) Cadangan Pembangunan 2 Blok Pangsapuri (400 Unit) Yang Mengandungi :</p> <ol style="list-style-type: none"> A) Blok A – 29 Tingkat Pangsapuri (200 Unit) B) Blok B – 23 Tingkat Pangsapuri Ppam (200 Unit) <p>Di Atas 7 Tingkat Podium Termasuk 1 Tingkat Aras Bawah Rendah Dengan Kemudahan Penduduk Dan 2 Unit Pondok Pengawal Serta 1 Unit Pondok Pengawal Serta 1 Unit Rumah Sampah Di Atas Lot 21713, Pt.10016, Pt.9927 Dan Pt.10073, Jalan 5/23e, Off Jalan Taman Ibu Kota, Mukim Setapak, Kuala Lumpur</p> <p>VHS</p> <p>Cadangan Pembangunan 2 Blok Pangsapuri (455 Unit) Yang Mengandungi :-</p> <ol style="list-style-type: none"> I. Blok A – 19 Tingkat Pangsapuri Ppam (250 Unit) ii. Blok B – 23 Tingkat Pangsapuri (205 Unit) <p>Di Atas 7 Tingkat Podium Yang Mengandungi :-</p> <ol style="list-style-type: none"> iii. 1 Tingkat Kemudahan Penduduk iv. 6 Tingkat Tempat Letak Kereta v. 1 Tingkat Separa Besmen Tempat Letak Kereta vi. 1 Unit Pondok Pengawal Berasingan <p>Di Atas Lot 760, Jalan Pelangi 2, Mukim Setapak, Wilayah Persekutuan, Kuala Lumpur Untuk Tetuan Klasik Ikhtiar Sdn. Bhd.</p>

Year	Company
<p>05.2.2024- 04.08.2024</p>	<div data-bbox="435 205 609 268">  </div> <div data-bbox="643 212 1003 268"> <p>EXYTE MALAYSIA SDN. BHD (<i>Electrical Engineer II</i>)</p> </div> <p>Job Responsibilities</p> <ul style="list-style-type: none"> • Progressing all elements of design in line with design checklist • Prepare electrical tender packages including specification and drawings • Responsible for ensuring to remain familiar technically competent • Tendering and estimating of electrical works for project prior to award • Compilation and review of operation and maintenance dossier for project • Ensuring the system supervisor is provided with the current shop and space management drawings, specification, approved technical submittals and all approved changes in scope • Evaluate technical submittal for specification and client requirements compliance • Approving test packs at each step of construction through completion, forwarding testing and commissioning passing criteria to system supervisor • Coordinate and schedule activities for electrical supervisor on a project to ensure timely delivery at project milestone dates • Execute / expedite electrical package during construction phase of project and taking responsibility for the assigned electrical packages <p>Project: Pelican Base Build</p> <p>Proposed 4 Storey Factory Building With Warehouse, Production And M&E Utility Area On Lot 14413, Lot 1956, Lot PTBP/A/12/79, Lot PTBP/A/16/80, Lot PTBP/A/24/81 LebuKampung Jawa, Fasa 3, Mukim 12, Kawasan Perindustrian Bebas Cukai, Bayan Lepas, Daerah Barat Daya Pulau Pinang</p>
<p>13.8.2024- todate</p>	<div data-bbox="453 1094 651 1180">  </div> <div data-bbox="712 1098 1148 1157"> <p>HONG HIN ELECTRICAL SDN. BHD. (<i>Assistant Project Manager</i>)</p> </div> <p>Job Responsibilities</p> <ul style="list-style-type: none"> • To plan, manage, coordinate and control project operation & engineering and guide project engineer or supervisor under his supervision and supporting their site need etc. • To plan, manage and monitor paperwork of project such as correspondence letter, technical submission, drawings, operation & maintenance manual etc. • To coordinates and monitor sub contractor's activity at project progress including installation, quality of works and defects, monitor number of work force and productivity to ensure timely delivery at project milestone dates, • To ensure all works are in accordance to engineering standards and specification are complied • To liaise or attend meeting with client, main contractor, consultant, authority to resolve any issue related to assigned projects <p>Project: Cadangan Pindaan Permit Kecil Kepada Kilang Dua Tingkat Sedia Ada No.1469 (Di Atas Lot 5945) Lorong Perusahaan Utama 3, Taman Perindustrian Bukit Minyak Tengah, Mukim 11, Seberang Perai Tengah Pulau Pinang Untuk Tetuan Dell Global Business Center Sdn. Bhd.</p>

E. COURSE ATTEND

Date	Course	
14 TH Nov 2018	i. <i>Building & Construction Conference (Global Mega Wave)</i>	CIDB Malaysia & MBAM
06-08 August 2018	ii. <i>Latihan Professional IBS M01, M02, M03, M04, M05</i>	CIDB Malaysia
26 th & 27 Sept 2018	iii. <i>Internal Auditing For ISO 9001:2015</i>	XLimit Learning Hub
18 th Sept 2018	iv. <i>Understanding Of ISO 9001:2015</i>	XLimit Learning Hub
29 & 30 Nov 2017	v. <i>QLASSIC Assessor Course</i>	CIDB
10 th .Aug.2016	vi. <i>QLASSIC Awareness Course</i>	CIDB
19 & 20 Mac 2014	vii. <i>Engineering Management Practice</i>	IEM Training Centre Sdn. Bhd
10 & 11 February 2014	viii. <i>Code Of Ethics/ Regulations</i>	IEM Training Centre Sdn. Bhd
24 & 25 February 2014	ix. <i>Safety and health at work</i>	IEM Training Centre Sdn. Bhd
20 & 21 June 2013	x. <i>Energy Management Efficiency</i>	Asia iKnowledge Sdn. Bhd
04 th August 2012	xi. <i>Audit Practical workshop ISO 9001:2008 Awareness training</i>	AJA EQS CERTIFICATION (M) SDN. BHD.
20 th & 21 st Dec 12	xii. <i>Seminar Teknikal Dan Kursus Kefahaman LS-1 untuk kontraktor-kontraktor Elektrik Pulau Pinang</i>	JKR Elektrik
04 & 05 th Oct 2012	xiii. <i>Seminar Keselamatan, Kesihatan Pekerjaan Dan Alam Sekitar Dalam Industri Pembinaan</i>	CIDB Malaysia
05-06 October 2010	xiv. <i>Short Course & Hands-on sessions on Power Quality</i>	University Technology Mara Penang
06 October 2009	xv. <i>Principles Of Management</i>	University Technology Malaysia
02-04 December 2008	viii. <i>Autocad Level 1</i>	University Technology Malaysia
14 th October 2006		

F. ADDITIONAL INFORMATION

<p>Computer application, able to use software programming such as:</p> <ul style="list-style-type: none"> • MS Office (Words / Excel / Power Point) • AutoCAD <p>Others:</p> <ul style="list-style-type: none"> • Able to work independently • Able to work in a fast-paced, challenging and long-hour environment • Date Available : 1 month
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G. REFERENCE

- a) Mr. Lim Jun Wei
(0129758350)
Electrical Manager
Exyte Malaysia Sdn. Bhd.
- b) Mr. Roslan Zainal Abidin
(012-3361416)
Project Manager
Vizione Builder Sdn. Bhd.