

Dear Hiring Manager,

My name is Nur Shamin Binti Zulkepli and I am writing to express my interest in the position that has recently become available within your organization. Besides, I am also open to any department or any other position that suits my skills and abilities. As a graduate with Bachelor's degree in Civil Engineering from Universiti Teknologi MARA, Permatang Pauh, I am eager to contribute my skills, knowledge, and enthusiasm to your team.

Throughout my careers journey as currently I am working as Project Engineer in Carta Indah Sdn. Bhd., I have developed a strong foundation in engineering principles, technical design, quantity surveying and together with procurement specifically in structure and infrastructure projects, that have hone my skills in areas such as site design, project costing, procurement, structural analysis, project administration and maintenance.

I am particularly drawn to your organization's reputation for innovative and sustainable design solutions. I believe that my skills and experience align well with your mission, and I am excited about the prospect of contributing to your ongoing success. Furthermore, I am confident that my collaborative mindset and strong communication skills will allow me to work effectively with your team to achieve your goals.

In addition to my technical expertise, I am also committed to professional development and lifelong learning, I am eager to continue grow my skills and knowledge through on-the-job training and educational opportunities, and I believe that your organization will provide a supportive and challenging environment for me to do so.

Thank you for considering my application. It is an honor for me to be a part of the team. I am looking forward to the opportunity to further discuss my qualifications and how I can contribute to your team. Thank you

Regards,

Nur Shamin Binti Zulkepli

nurshamin085@gmail.com

011-24200293



NUR SHAMIN BINTI ZULKEPLI

Email: nurshamin085@gmail.com | Phone: 011-24200293

Address: Bandar Putra Bertam, Kepala Batas, Pulau Pinang.

Willing to Travel: Yes | Driving License: B2, D

"Outgoing Certified Civil Engineering with a bachelor and currently seeking for the first job to leverage my technical skills and knowledge to grow in the new role of Civil Engineer at your company"

EDUCATION

Mac 2020 – Feb 2023	Bachelor in Civil Engineering (Hons.) (Infrastructure) UiTM Permatang Pauh CGPA: 3.23
Nov 2016 – Jan 2020	Diploma in Civil Engineering UiTM Pasir Gudang CGPA: 3.22
2015	Sijil Pelajaran Malaysia (SPM) SMK Bandar Baru Perda

WORK EXPERIENCE

June 2024 - Current	Project Engineer – Carta Indah Sdn. Bhd. <ul style="list-style-type: none">Oversee and coordinate the execution of civil and structural projects from start to finishConduct site inspections, monitor progress, and identify and resolve any issues that arrisedPrepare and review project documentations including technical drawing and monthly reportsAttend site meeting with client, consultant and sub-contractors.
April 2023 – May 2024	Civil Engineer – Power Venture Engineering Sdn. Bhd. <ul style="list-style-type: none">Control all maintenance work documents and data and site activities and all other related matters.Managed all maintenance requests for TNB building including plumbing, HVAC and basic carpentry.Reported all complex damages to supervisor and organized technician schedules during repair.Report works daily progress, work planning, overseeing quality control schedule ensuring that the works are able to be completed within the time.Coordinated with vendors and resolved issue. Reviewed contracted work performed by vendors.

Aug 2022 – Oct 2022

Internship Trainee – Imbangan Juara Sdn. Bhd.

- Assisted civil engineers on several key government projects involving roadway and building designs and improvements, maintenance and upgrading works.
- Monitor bridge installation for project Kerja Menaiktaraf Struktur Di Taliair B, Skim Pengairan Sungai Muda.
- Attend meeting and presentation with JKR for project Cadangan Klinik Kesihatan Jenis 3, Pulau Pinang.
- Site visit at SK Syed Ibrahim twice a week to ensure the progress of work run smoothly.

AWARD & ACHIEVEMENTS

2022	- Participate in career talk by THB Maintenance - Department of Water Reticulation, Infrastructure Design Project
2021	- Dean's List Award (Degree): Semester 4 (2/2021)
2019	- Dean's List Award (Diploma): Semester 6 (2/2019) - Participate in CDIO Interbranch Competition (Grand Finale)
2017	- Dean's List Award (Diploma): Semester 1 (1/2017) - Participate in Sustainable Floating City Competition

LANGUAGES

	Speaking	Writing	Reading
Malay	Advanced	Advanced	Advanced
English	Intermediate	Intermediate	Advanced

SKILLS

	Proficiency
Microsoft Office	Expert
Autodesk AutoCAD	Intermediate
Microsoft Project	Intermediate
Esteem Software	Intermediate
C++ Programming Language	Intermediate

REFERENCES

Khairul Ammar Bin Muhammad Ali

Student Advisor (PA)
Faculty of Civil Engineering
UiTM Permatang Pauh
Email: khairulammar.ali@ppinang.edu.my

Noor Masni Binti Osman

Internship Supervisor
Imbangan Juara Sdn. Bhd.
Email: imbangan_juara@yahoo.com