



NOR DIANA BINTI AKMARUL NIZAM

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OBJECTIVE

A final year Quantity Surveying student aspiring to secure a position related to procurement, purchasing, buyer, contract within your organization. **Available to commence on 16th February 2025.**

EDUCATIONAL BACKGROUND

Universiti Teknologi MARA (UiTM), Shah Alam, Malaysia (March 2021 - Present)
Bachelor of Quantity Surveying with Honors
Current CGPA: 3.43

Universiti Teknologi MARA (UiTM), Tapah, Malaysia (Sep 2016 - March 2019)
Diploma in Science
CGPA: 3.12

WORKING EXPERIENCE

Mekar Industries Sdn. Bhd (October 2024 – Present)
Quantity Surveyor Internship

- Remeasurement for variations work.
- Obtain quotations and prices from sub-contractors and suppliers.
- Regular stock checks to ensure that all materials and resources required for the project are available and on-site when needed.
- Enter and update information in databases and spreadsheets as needed.
- Ensure the accurate filing and storage of documents, both digital and physical.

Dr Gonut (Apr 2021 - Sep 2021)
Bakery Assistant

- Produced and decorated artisanal donuts using high-quality ingredients and creative techniques.
- Managed inventory, ensuring sufficient stock levels of ingredients and supplies.
- Provided excellent customer service, taking and fulfilling custom orders with attention to detail.
- Contributed to the development of new flavours and designs, maintaining the innovative spirit of the workshop.

Taska Permata Nur Qistina (Aug 2015 - Aug 2016)
Nursery Worker

- Helping to oversee, maintain and organize a clean, tidy, child-friendly environment.
- Working with health and social care professionals, where necessary, and undertaking any relevant admin/paperwork.
- Teaching general life skills, such as basic hygiene and manners.
- Supervise activities, such as messy play, crafts, cooking, reading and outdoor/physical pursuits.

Rupawan Maju Enterprise (May 2013 - Jun 2013)
Store Associate

- Received stocks from supplier and updated the system.
- Balanced and organized cash register by handling cash and counting change.
- Manually calculate the store's sales of the day.
- Displayed merchandise by arranging in appealing and orderly way to boost sales.

TRAINING

CIDB Green Card

(July 2023)

The Construction Personnel Registration training by CIDB aims to raise awareness of safety and health aspects for all construction personnel at construction sites and foster a culture of caring for the welfare of construction personnel through the Group Insurance Protection Scheme.

EXTRACURRICULAR INVOLVEMENT

- Volunteer at SK Kampong Busut Asli (May 2024)
- Transportation and Sanitation Committee, Perlis Site Visit Trip (December 2023)
- Clothes Committee Member, Sukan Antara Fakulti (March 2023)
- Assistant Project Manager, Perubahan Cakna Kucing (December 2023)
- Athlete Ultras and Parade, Sukan Antara Fakulti (March 2023)
- Athlete Runner, Sukan Antara Kolej (October 2023)
- Activities Committee Member, PERUBAHAN Induction Day (October 2022)
- Exco of Virtue and Spirituality, Persatuan Ukur Bahan (March 2022-March 2023)
- Head and Emcee of Yasin Reading Ceremony (May 2022)
- Secretary, QS Casual Mobile Games Tournament (June 2022)
- Technical Committee Member, QS Virtual Induction Day (April 2022)
- Flow Manager, QS Professional Talk (June 2022)
- Registration and Certificate Committee Member, Canva Workshop (May 2022)

LICENSES AND CERTIFICATIONS

- CIDB Green Card

ACHIEVEMENTS

- Dean list award recipient (2016, 2021, 2022,2024)

SKILLS

Software : Microsoft Office Application, ATLAS.ti, IBM SPSS, iTWO costX, Revit

Language : Bahasa Malaysia (native), English (intermediate)

REFERENCES

Sr Dr Faridah binti Muhamad Halil,

Senior Lecturer,
School of Construction and Quantity Surveying,
College of Built Environment,
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