

Amirul Hafizin Bin Shahadan
No 165. Jalan Seri Bayu 2/5
Taman Seri Bayu 2, Sungai
Lalang 08100 Bedong
Kedah

Head of Management
Hunza Properties Berhad
No.163E-19-01 & 20-01
Hunza Tower, Kelawei Road
10250 Penang

23 January 2025

Sir,

APPLICATION FOR JOB POSITION OF SENIOR SITE SUPERVISOR/ SITE SUPERVISOR

I am Amirul Hafizin Bin Shahadan, and I would like to apply for a position related to your company.

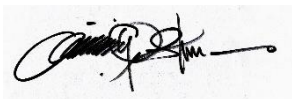
I am confident that with my qualifications I can meet the requirements and requirements of the position. It is indeed my desire to work with a company like yours, which has an excellent reputation in the field of facility management in several development projects in Malaysia, which is under the Ministry of Housing and Local Government (KPKT).

Here I am attaching my resume. I am very honored to receive an interview call at any time. Please contact me at 017-4442248 or email me at a.hafizin94@gmail.com for further action. I hope that your party can consider my application.

All your cooperation is greatly appreciated and preceded by a thousand thanks.

Thank you so much.

Yours sincerely,



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Amirul Hafizin Bin Shahadan
Email: a.hafizin94@gmail.com
Tel No: 017-4442248




AMIRUL HAFIZIN SHAHADAN


Executive Assistant, Facilities Management

About Me

Strong technical knowledge in building construction, facilities management and have certificate of Qlassic awareness course & Qlassic assessor course

 017-4442248

 a.hafizin94@gmail.com

 No 165 , Jalan Seri Bayu 2/5
Taman Seri Bayu 2,
Sungai Lalang 08100
Bedong, Kedah

Language

- Malay
- English

Expertise

- Management Skills
- Critical Thinking
- Leadership
- Microsoft skills

Experience

MBAS JAYA SDN.BHD KULIM, KEDAH

SITE SUPERVISOR

2015 - 2016 (1 YEAR)

- To monitor all construction work, start from commencement date until finish work.
- to monitor all about quality of workmanship at site construction.
- coordination of defect work in defect liability period(dlp).
- To record, filling all site document and update monthly site progress.

SP BAIDURI SDN.BHD SUNGAI PETANI, KEDAH

SITE SUPERVISOR

2017 (1 YEAR)

- To perform in all inspection work at site particularly inspect of structure work, infra work, defect work, outstanding work
- Daily communicate with consultancy and authorities regarding to technical issue at site.
- Update the site dairy from commencement work until finish work.
- To record all site document and filing in/out.
- Attend to authorities' inspection for handover part.
- Conduct and monitor the workers completing their task.
- Assist project manager check and verify monthly claim from sub-contractor before release payment.
- Manage/ assist during Qlassic assessment.

PRIMA FACILITIES MANAGEMENT SDN.BHD (PFMSB)

EXECUTIVE ASSISTANT, FACILITIES MANAGEMENT

2018 - NOW (7 YEARS)

- Assist in monitor the outsourced service providers/contractor i.e. security services, landscape, maintenance, and others.
- Conduct inspection of all system and equipment at the facility.
- Attend to the residents' complaints/reports i.e. conducting preliminary inspections, notifying the maintenance team, preparing the purchase requisition(s).
- Inspects the repair works, refurbishment works, project, equipment, daily maintenance and supplies for the purpose of ensuring jobs are completed efficiently and specifications for capital improvements are within the contracts.

- Perform billings and collections and credit management activities for the service charges (maintenance fees and sinking fund) and prepare debtors aging report.
- Responsible for the administration and communication between the Stakeholders and Local Authorities.
- Prepare and submit reports and documents for the purpose of providing necessary information on the activities and regulations.
- Assist in implements all policies, procedures and programs required for the management, operations, and maintenance of the residential.
- Maintaining and good filing records of each residential i.e. work order records, billing and collection records, contractors' performance reports, authorities' letters, procedures and etc.
- Perform other duties and responsibilities as and when required by the company.

Education

POLITEKNIK TUANKU SULTANAH BAHİYAH

Diploma of Civil Engineering
2012 - 2015
CGPA 3.03

Skills Summary

Microsoft Project  50%

Microsoft Excel  70%

Mircosoft Word  81 %

References

Hisam Bin Sanip
Head of Division, Facilities & Property Management
PRIMA Facilities Management Sdn.Bhd
012 3207 126