



NURASHIFFA BINTI ZAINI

CIVIL ENGINEERING

016-2412601

shiffazaini@gmail.com

Pulau Pinang

BACKGROUND

I am a civil engineering graduate with a strong desire to work in your company in a full-time role linked to the field.

SKILLS

WORK

- MICROSOFT OFFICE
- MICROSOFT PROJECT
- AUTOCAD
- ABAQUS
- ESTEEM

PERSONAL

- COMMUNICATION
- ORGANIZATION
- TEAM PLAYER
- CREATIVITY
- SOCIAL

LANGUAGE

- MALAY
- ENGLISH

CERTIFICATION

- Green Card Holder CIDB
- Registered graduate engineer with BEM

**AVAILABILITY: IMMEDIATELY
(CAN RELOCATE AND COMMUTE
TO WORK)**

EDUCATION

- BACHELOR OF CIVIL ENGINEERING (HONS)** (2018 – 2022)
UNIVERSITI MALAYSIA PERLIS
CGPA: 3.23
- MATRICULATION** (2017 – 2018)
KEDAH MATRICULATION COLLEGE
- MALAYSIAN CERTIFICATE OF EDUCATION (SPM)** (2012 – 2016)
MARA JUNIOR SCIENCE COLLEGE TERENDAK, MELAKA

EXPERIENCE

Quattro Bina Sdn Bhd

Site Engineer (Sept. 2023 – present)

- 9 Storey Art Gallery Main Building at IJM Light City, Penang
- Checked and interpret technical designs and drawings ensuring that work complies with latest construction drawings and specification
- Liaised with architects and consultants for the discrepancies of design drawing and ensure met the client's need
- Prepared documentation such as progress reports, request for inspection, request for information and material approval form
- Provide technical advice and resolve technical issues that arise during construction with project engineers and project manager
- Coordinated with all subcontractor on working procedure, quality control, and work progress.
- Liaised with clerk of work at site for work and quality inspection in structure and architecture work.
- Monitor daily works progress and managed logistic of material at site.
- Attended monthly progress site meeting and coordination meeting.

Jabatan Perkhidmatan Pembetungan (JPP Alor Setar)

Protégé Civil engineer (October 2022 – June 2023)

- Kota Setar Sewerage Project
- Make minute of meetings, 'maklumbalas' and site memo.
- Reviewing the site diary and monitoring work progress for the centralized sewage treatment plant site project and sewerage pipe network in Kota Setar.
- Attended site valuation and make report.
- Attended weekly, monthly, environment and safety meeting.

Jabatan Pengairan dan Saliran (JPS Kedah)

Internship (August - October 2021)

- Attended discussion meeting on the proposed projects.
- Examined and checked on the layout plan and comments on problems found from the proposed projects by clients according to the checklist of "Senarai Semak Permohonan Kebenaran Merancang".
- Checked on the stormwater and drainage hydraulic calculation according to MSMA 2nd Edition by manual calculation and Microsoft Excel.
- Site visit for proposed projects and a few pumps house in Kedah.

REFEREES

Mr. Choo Tze Kean
General Manager,
Quattro Bina Sdn. Bhd.
Pulau Pinang.
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