

MEDINA NURAINSY



My career as a project administrator staff began when I started working for Specialised Plumbing and Drainage who cooperate with PT Total Cipta Persada in Surabaya.

I have administered numerous projects, creating and reviewing budgets, estimating prices, and purchasing orders of products for clients. Also I'm dedicated, meticulous, and organized person.

EDUCATION

University Of Muhammadiyah Malang
2013 - 2018 | English Education

SMAN 1 Sampit
2009 - 2012

SKILLS

- Planswift
- Corel Draw
- Drawing
- Simpro

CONTACT

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Kalimantan Tengah, Indonesia

EXPERIENCE

January 2019
- May 2020

Specialised Plumbing & Drainage **Admin Project and Estimator**

- Performed general clerical duties, such as data entry, mailing client, and filing price of product.
- Scheduling daily activity for construction workers
- Reviewing and evaluating cost of project such as roof installation of client.
- Analyze drawings and specifications to ensure that the entire scope of work is understood and has been addressed to the client
- Creating a budget for clients using estimating software for demolition and roof construction projects.
- Creating new project estimates and enter the data into estimate software, writing of sub-contractor scopes of work and preparation of change order documentation.

Sept. 2016
- Sept. 2017

University Of Muhammadiyah Malang **Administration Employee (Part Timer)**

- Entry data and operate the computer and filing.
- Assist the lecturers' project.

January 2015
- December
2017

University Of Muhammadiyah Malang **Journalist and Layouter of Campus Newspaper**

- Headed the layout team and design the rubrics of Bestari newspaper.
- As a journalist and write news.
- Illustrate the news from some rubrics.