

**WAN AQIL BIN NASARUDDIN**

21 Jalan Idaman 3 Email: wanaqil@yahoo.com

Taman Cheras Idaman Handphone: 011-3923 4268

43000 Kajang

Selangor Darul Ehsan.

**PERSONAL PARTICULARS:**

Age : 29 years Date of birth : 23rd January 1987

Nationality : Malaysian Gender : Male

Marital Status : Single

Permanent Residence : Malaysia

**Education**

1994-1999 Srk St. John (2) UPSR

2000-2004 St. John’s Institution PMR, SPM

2005-2006 Pusat Asasi Sains UM Foundation in Physical Science

2007- 2010 Taylors University College Diploma in Quantity Surveying

**Diploma in Quantity Surveying**

Field of Study : Architecture/Building/Design

Major : QUANTITY SURVEYING

Institute/University : TAYLORS COLLEGE PJ, Malaysia

CGPA : 71

Graduation Date : DECEMBER 2009

**Highlighted Subject**

PRINCIPLES OF ECONOMICS (A)

MANAGEMENT SCIENCE (A)

COMPUTER-AIDED DESIGN (A)

INTEGRATED PROJECT (A)

CONSTRUCTION ECONOMICS (B)

QUANTITIES PROJECT 4 (B)

TECHNICAL ENGLISH 2 (A)

**Employment History**

**Perunding DMA Sdn Bhd January 2010 – July 2010**

Position Title: Junior Quantity Surveyor

Specialization: Quantity Surveying – Measurements

* Preparation of feasibility studies including income/expenditure cash flow
* Preparation of final costs for contracts based on provisional bills of quantities
* Pricing of bills of quantities or pricing and agreeing schedules of rates
* Remeasurement works due to replanning, repositioning or redesigning

**Ket Kenson Bhd August 2010 – September 2011**

Position Title: Contract Executive

Specialization: Quantity Surveying – Measurements/Purchasing

Industry: Construction

* Preparation of preliminary estimates and cost plan
* Select ion of procurement route and contract type
* Production of bills of quantities and other t ender documents
* Preparation of tender reports and contract document s
* Valuation of works in progress for interim valuations/certificates
* Sourcing and pricing of building materials

**NGroup October 2011 – March 2013**

Position Title: Business Development Executive

Specialization: Sales/Marketing/Customer Service

Industry: Telecommunication

* Have experience in telesales marketing
* Handle customer and client from initial to completion of the project
* Customer care and registration of the client
* Handling events promoting company products and training
* Working together with telesales team in order to get more leads

**Rhinoshield Industries Sdn Bhd April 2013 – July 2015**

Position title: Purchasing Coordinator - Military Aircraft part / components

Specialization: Procurement – Purchasing/Supply Chain/Logistic

Industry : Aviation/Oil And Gas

* Served sales of aircraft components and support equipment
* Established business relationship with key aviation OEM and distributors
* Established close relationship with Air Force and Navy officers
* Established a connection in Ministry Of Defence (Mindef)
* Establish Request for Quotations including commercial and technical requirement,
* evaluate and select suppliers offers, place orders
* Submitted quotations to the Air Logistics Headquarters through a Quotation
* Management System (QMS)
* Proposed new support systems to the Royal Malaysian Air force
* Managed sales of firefighting equipment
* Manage logistics of part deliveries to multiple locations across the country
* Negotiate with suppliers and issue PO (purchase order), to ensure delivery of parts on time
* Coordinate of orders and liaisons with suppliers (local and foreign) too see orders
* through to completion.
* Outsourcing for products and/ or parts

**RocketUncle Smart Communities Sdn Bhd**

**Zyllem Malaysia October 2015 - Current**

Position Title: Operations Executive

Specialization: Operations/Recruitment/Training of Delivery Partners Network/ Account Management

Industry: Technology/Logistics

* Provide excellent customer service to our customer base of our Delivery Partners and customers
* Provide the best last mile delivery services to the industry and our clients
* Guide our customers (Zyllem delivery partners and customers) in using our products
* Manage service enquiries and disputes arising from our delivery partners and customers and find resolutions
* Maintain good relationships and community building efforts with Zyllem delivery partners and customers
* Perform administrative tasks involving delivery partners & customer accounts (top-up, changes in information, etc)
* Respond to support issues both in-person and over email promptly
* Building fleet
* Procurement of direct and indirect purchase
* Handling training and briefing for delivery partners
* Despatching and monitor job closely on a daily basis
* Planning a systematic route and order to spread out the whole day
* Weekly status report
* Engage in sales activities through cold calls and email follow up through leads from Pipedrive

**Skills & Expertise**

Aerospace, Logistics, Negotiation, Purchasing, Sales, Military Aviation, Military Aircraft,

Customer Service, Supply Chain Management, Procurement, Proposal Writing, Contract

Negotiation, Last Mile delivery, Account manager,

**Activities:**

* Attending Elemental Cost Analysis (ECA) workshop organized by
* Jabatan Kerja Raya (JKR)
* Attending a one day seminar on enhancing QS profession 2009 at UiTM

INTEKMA.

**Personal and traits:**

* Has a high determination
* Can work under pressure
* Love and willing to learn something new
* A quick learner
* Good communication skills
* Friendly and joyful

**Interest and personality:**

Am a leader and a organizer in most of the events he participate of. Been a team

leader in some of the group assignments during his time of study. Have a vibrant

personality and able to get along with everyone easily. Like to explore and learn new

things. Am a quick learner and has a high determination.

**Skills**

(**Proficiency: Advanced -** Highly experienced; **Intermediate -** Familiar with all the basic functionalities; **Beginner -** Just started using or learning the skill)

**Skill Years Proficiency**

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MICROSOFT >5 Advanced

UBS ACCOUNTING SYSTEM 2 Intermediate

SAP/ARIBA Software 1 Beginner

PIPEDRIVE 1 Beginner

**Languages**

(**Proficiency**: 0=**Poor** - 10=**Excellent**)

**Language Spoken Written**

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Bahasa Malaysia 10 10

English 8 8

**REFERENCE**

**Sr Ang Fuey Lin**

Relationship : Lecturer

Position : Course Leader (Diploma in Quantity Surveying and Diploma in Construction

Management) School of Architecture.Building.Design. Taylor’s College

Email : FueyLin.Ang@taylors.edu.my

Contact No : 012-225 0035

**Ms. Zaimas Rosdin**

Relationship : Friend

Position : Engineer at TIME.com

Contact No : 019-726 1422

**Mr Naufal Bin Sulem**

Relationship : Friend/Business owner

Position: Managing director

Contact No : 012 609 7563