

# Hakim Bin Ramlan

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## EDUCATION

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### **Diploma in Integrated Facility Management | Temasek Polytechnic**

May 2019 – May 2022

Completed Modules:   Air Conditioning and Mechanical Ventilation  
                                  Facilities Operations and Maintenance  
                                  Electrical Services for Facilities  
                                  Fire and Life Safety  
                                  Project & Contract Management  
                                  Building Information Modeling Collaboration  
                                  Workplace Safety and Health for Facility Management

### **Diploma in Chemical Engineering | Singapore Polytechnic (Transferred)**

May 2018 – May 2019

### **GCE 'O' Level Certificate | Bedok North Secondary School**

2014-2017

## EXPERIENCE

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### **UNITED TEST and ASSEMBLY CENTER Ltd (UTAC) | Intern | October 2021 – January 2022**

- ❖ Communicate and liaise with contractors and vendors
- ❖ Troubleshooting of Commercial Air-conditioning and mechanical ventilation system
- ❖ Perform functional checks on BMS system
- ❖ Maintain and monitor cleanrooms RH and temperature
- ❖ Perform simple troubleshooting and checks on electrical panels, lightings Etc.
- ❖ Involved in the procurement process to obtain repair works or spare parts
- ❖ Identify hazards and provide effective countermeasures for the hazards
- ❖

### **UNITED TEST and ASSEMBLY CENTER Ltd (UTAC) | Associate Engineer | February 2022 – July 2022**

- ❖ Communicate and liaise with contractors and vendors
- ❖ Troubleshooting of Commercial Air-conditioning and mechanical ventilation system
- ❖ Perform functional checks on BMS system
- ❖ Maintain and monitor cleanrooms RH and temperature
- ❖ Perform simple troubleshooting and checks on electrical panels, lightings Etc.
- ❖ Involved in the procurement process to obtain repair works or spare parts
- ❖ Identify hazards and provide effective countermeasures for the hazards

## SKILLS

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### **TECHNICAL SKILLS**

- ❖ Design 3D modeling using Revit software
- ❖ Evaluate the security of the building and enhances the security facilities with detailed planning.
- ❖ Conduct audit checks to verify Fire Safety regulation.
- ❖ Use Revit for 3D modelling and creating Fire Emergency floor plan

# Hakim Bin Ramlan

- ❖ Plan the electrical and plumbing element according to the floor plan

## GENERIC SKILLS

- ❖ Strong teamwork and communication skills
- ❖ Eye for detail
- ❖ Proficient in the use of MS Office Suite (Word, Power Point and Excel)
- ❖ Fluent in written and spoken English and Malay

## ACCOMPLISHMENTS

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- ❖ National School Game Speak Takraw Competition [2014 - 2017]
- ❖ Edusave Certificate of Academic Achievement: Achieving good academic performance and demonstrating good conduct [2015 - 2016]
- ❖ Assistant Welfare in Integrated Facility Management Club [2019 – Current]
- ❖ Values-in-Action Services – Entrepreneurship Carnival [2015 - 2018]
- ❖ National School Game Speak Takraw Champion [2016]

## REFERENCES

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Mr. Loh Yeow Meng  
Senior Lecturer , Diploma in Integrated Facility Management, Temasek Polytechnic  
[yeowmeng@tp.edu.sg](mailto:yeowmeng@tp.edu.sg)  
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