

# RESUME

## PERSONAL DETAIL

NAME : **CHAI SOON FUNG**  
NIRC : 800627 – 06 – 5111  
DOB : 27.06.1980  
AGE : 33  
GENDER : MALE  
ADDRESS : A9-8 BLOK A MENARA SRI DAMANSARA  
JALAN MARGOSA SD10/1E  
BANDAR SRI DAMANSARA 52200 KL  
TELEPHONE : 012 308 0451 (HANDPHONE)  
EMAIL : fung\_15my@yahoo.com  
NATIONALITY : MALAYSIAN  
RACE : CHINESE  
RELIGION : BUDDHA  
MARITAL STATUS : MARRIED

Career Objective: To obtain a job related to Mechanical & Electrical Services in building / construction.

Applied Position: M&E MANAGER (PERMANENT BASIS)

## QUALIFICATION

1. **2001 – 2003**  
**TUNKU ABDUL RAHMAN COLLEGE**  
ADVANCED DIPLOMA IN MECHANICAL AND MANUFACTURING  
ENGINEERING WITH DISTINCTION
2. **1999 – 2001**  
**TUNKU ABDUL RAHMAN COLLEGE**  
DIPLOMA IN MECHANICAL AND MANUFACTURING ENGINEERING  
WITH DISTINCTION
3. **1993 – 1998**  
**SEKOLAH MENENGAH TEMIN**  
SPM – GRADE 2

## **WORKING EXPERIENCE**

### **1. 2002**

#### **AE TECHNOLOGY SDN BHD (CHERAS JAYA) INDUSTRIAL TRAINER**

I learned the flow process of making the compound and progressive die and some basic technical skill for the period of 3 month of industrial training.

### **2. 2003 March – 2007 June**

#### **ISG ASIA TECHNICAL SERVICES (M) SDN BHD (DESA PANDAN) M&E EXECUTIVE / ASSISTANT M&E MANAGER**

##### **WORK DESCRIPTION:**

##### **KEY RESPONSIBILITIES**

Liaise with architect, consultant, building management personnel, main contractor and other trades in relating to M&E works.

Attend coordination meeting related to M&E, ID and builders works.

General knowledge in basic design of M&E Services. Prepare shop drawings for consultant/designer approval and authority submission.

Full time site supervision and management. Problem solving in related to M&E works installation.

Make sure the finished jobs with good quality, acceptable, within budget control and time frame.

Attend to jobsite defect works during the defect liability period.

ISO procedure / testing & commissioning / inspection of works.

Computerizes liberate in Microsoft project and office.

The projects that I have been involved were Murphy Oil L26, L27 & L31 (KLCC), Exact Software L47 (KLCC), Citibank Sales Office (Ipoh), Subang Parade Toilet Refurbishment Works, Ranhill Corporate Office L36 & L40, Schlumberger Office L12 & L18, Moccis Trading Sdn Bhd L12 & L13, Australia High Commission, Health Care (M) Sdn Bhd, Bank Negara Malaysia Resort (Port Dickson), Shell House L10, Kitchen RHB Bank and Bank Pembangunan L22.

**3. 2007 July – 2010 June**  
**PLM ENGINEERING SERVICES SDN BHD (AMPANG)**  
**MANAGER, M&E**

**WORK DESCRIPTION:**

**KEY RESPONSIBILITIES**

Ensuring site possession is properly conducted and documented.

Ensuring proper planning, programming, monitoring and driving of construction program for timely delivery.

Reviewing design information, drawing specifications to ensure completeness and buildability; documenting omission, queries and responses.

Identifying, submitting and obtaining approvals for samples, mock-ups and shop drawings; documenting such submission and approval.

Managing and coordinating trade contractors and their activities to ensure conformance to specifications, program and quality requirements; documenting periodic snagging and documenting such snags for rectification and re-inspection.

Managing the site to ensure is clean, safe and organized.

Maintaining proper project documentation and record keeping in accordance to company's procedures

Ensuring proper close-out of a project through:-

- Timely submission of O&M / As-Built drawing.
- Timely issuance and rectification of handover defects list.
- Coordination, issuance and rectification of end DLP defects list.

The projects that I have been involved were Perbadanan Insurance Deposit Malaysia (PIDM) L19 One Sentral, Bank Negara Malaysia Headquarter Dealing Room L15B, Bank Negara Malaysia Headquarter DG's Room L19B, University Tun Abdul Razak (Razak Campus) Blok C & Blok D Capital Square, Alam Teknokrat Sdn Bhd (SKALI) L8&L8M Menara IMC, REDMAX Sdn Bhd PJ, Jabatan Perkhidmatan Awam (JPA) Cyberjaya, ASTRO Cafeteria Upgrading TPM, Celebrity Fitness (Wangsa Maju & Midvally), ASTRO ARENA PJ, Jabatan Pendidikan Malaysia (JPM) Cyberjaya & Accenture L22 & L35 Midvalley.

**4. 2010 July – 2010 November**  
**BRUNSFIELD GROUP OF COMPANIES**  
**DESTINE ENGINEERING SDN BHD (TTDI)**  
**MEI SITE ENGINEER**

**WORK DESCRIPTION:**

**KEY RESPONSIBILITIES**

To review and monitor sub-contractors' shop drawing submission and approval status.

To monitor site progress and coordinate M&E works implementation. To conduct proper inspection and to ensure quality assurance for works done.

To coordinate various sub-contractors which interface with structural and architectural works.

To raise material order and monitor on material delivery schedule which tie in together with site progress.

To coordinate individual M&E trades by producing services coordination drawings.

To follow up M&E services authority submission and approval.

To review sub-contractors' variation order and claim quantity.

To attend client consultant site coordination meetings, main contractor site meetings and M&E sub-contractors coordination meetings.

The project that I involved is Cadangan Pembangunan 2 Blok Pangsapuri 20 Tingkat (Blok A – 125 Unit, Blok B – 125 Unit), 1 Blok Pangsapuri 10 Tingkat (Blok C – 33 Unit) 1 Tingkat Podium Yang Mangandungi Kolam Renang Dan, Kemudahan Serta Tempat Letak Kereta Di Tingkat Bawah Dan 2 Tingkat Tempat Letak Kereta Bawah Tanah Di Atas Lot 65, Jalan Ampang Seksyen 0089, Kuala Lumpur Untuk Tetuan Prismaworld Embassyview Sdn. Bhd

**5. 2010 December TILL PRESENT  
ISG ASIA (M) SDN BHD (DESA PANDAN)  
M&E MANAGER**

**WORK DESCRIPTION:**

**KEY RESPONSIBILITIES**

Managing design and built projects by proper coordination with Client, Interior Designer & MEP Consultant in the design & implementation stage.

Ensuring proper planning, programming, monitoring and driving of construction program for timely delivery.

Reviewing design information, drawing specifications to ensure completeness and buildability; documenting omission, queries and responses.

Identifying, submitting and obtaining approvals for samples, mock-ups and shop drawings; documenting such submission and approval.

Managing and coordinating trade contractors and their activities to ensure conformance to specifications, program and quality requirements; documenting periodic snagging and documenting such snags for rectification and re-inspection.

Managing & implementation of high level H&S standard on site for MEP works and ensure the work is safe, organized and delivered as per Client & Consultant requirement.

Maintaining proper project documentation and record keeping in accordance to ISO documentation procedures

Ensuring proper close-out of a project through:-

- Timely submission of O&M / As-Built drawing.
- Timely issuance and rectification of handover defects list.
- Coordination, issuance and rectification of end DLP defects list.

The projects that I have been involved were Gurney Plaza (B1, GF, L5 & L6) Pulau Pinang, International Processing Plant Gebeng Kuantan, Service Source L7 & L13 1MK, The Nomad Office L32 Menara Prestige, Standard Chartered Bank PJ Branch, Exxon Mobil L7 & L13 Menara Exxon Mobil KLCC, Royal Bank of Scotland L9 Menara Maxis, AIG L9 & L10 Menara Worldwide & Bank of America Merrill Lynch L18 & L19 Wisma Goldhill

## **LANGUAGES**

I am able in writing and speaking of English Language, Malay language and Chinese Language.

## **REFERENCES**

Name : Chan Chee Hong  
Telephone No. : 012- 251 9610  
Email : [chchan\\_as@yahoo.com](mailto:chchan_as@yahoo.com)  
Position : Director  
Company : Perunding C&A  
Relationship : Consultant

Name : Kelvin Low  
Telephone No. : 012- 236 5621  
Email : [kelvinlow\\_2000@yahoo.co.uk](mailto:kelvinlow_2000@yahoo.co.uk)  
Position : Assistant Application Sales Manager  
Company : ATLAS Copco (M) Sdn Bhd  
Relationship : Ex-Office colleague