

NURAINN BINTI JOHARI

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CAREER OBJECTIVE

Seeking a position by associating myself with the company that provides me an opportunity to utilize my skills and to show my abilities accordingly to my qualification, and to be a part of the team that offers me a challenging working atmosphere in the field of construction management.

PERSONAL PARTICULARS

IC No.	: 851010-01-5990	Gender	: Female
Age	: 28 years	Religion	: Islam
Date of Birth	: 10 October 1985	Race	: Malay
Marital Status	: Married	Nationality	: Malaysian

EDUCATIONAL BACKGROUND

Highest Education

2007 – 2010

- Bachelor of Technology Management in Construction (Hons.)
- Universiti Tun Hussein Onn Malaysia (UTHM)
- Final CGPA : 3.45, Second Class (Upper)

2006

- Sijil Tinggi Pelajaran Malaysia (STPM)
- 2A-, 2B, 1B-

Final Year Project for Bachelor Degree

- Title** : *Perbandingan Susun Atur Perumahan Dalam Mempengaruhi Hubungan Kejiranan: Kajian Kes Di Taman Perumahan, Johor Bahru Tengah, Johor.*
- Brief** : This project attempts to compare the layout of housing in the affected neighborhood relations in the housing at Johor Bharu Tengah. There have several type of housing layout are using by developer.

EXTRA-CURRICULAR ACTIVITIES

- Participant of *Seminar Kenali Potensi Diri-Revolusi 2010*. (2010)
- Participant of *Program Mesra Sedesa anjuran Kolej Kediaman Perwira*, UTHM. (2008)
- Participant of *Program Gegar Gemilang anjuran Kolej Kediaman Perwira*, UTHM. (2007)
- Participant of *Kursus Bina Negara Asas anjuran Biro Tatanegara Jabatan Perdana Menteri*, UTHM. (2007)
- Participant of *Pertandingan Kuiz Ekonomi Tingkatan Enam Peringkat Daerah Johor*, PPD. (2004)
- Assistant Secretary for *Sidang Redaksi Majalah Era Edisi ke 13*, SMKS. (2004)
- Participant of *Perkhemahan Motivasi Perdana Sekolah-Sekolah Daerah Johor Bahru di UTM*, SMKTUN. (2002)
- Participant of *Fasilitator Kursus Memproses dan Merawat Buku*, SMKTUN. (2002)
- Secretary of *Pusat Sumber Unit Perkhidmatan* SMKTUN. (2002)
- *Pengawas Pusat Sumber* SMKTUN. (2001-2002)
- Committee members Newsletter of *Persatuan Sains dan Matematik*, SMKTUN. (2001)
- Participant of *Kursus dan Bengkel Pengurusan Pusat Sumber Sekolah*, SMKTUN. (2001)
- Participant of Choral Speaking School Team, SMKTUN. (2001)
- Participant for *Pertandingan Puisi Sains Sekolah-Sekolah Menengah Daerah Johor Bahru*, SMKTUN. (2000)
- Participant of *Pertandingan Puisidra Sains Peringkat Daerah Johor Bahru (Champion) dan Peringkat Negeri Johor (runner)*, SMKTUN. (2000)
- Participant of *Program Ceramah Motivasi Cabaran Pelajar Millenium*, UTM. (1999)
- Participant of *Pesta Mini Sukan & Permainan Bola Jaring*, SMKTUN. (1999)

WORKING EXPERIENCES

- Company Name** : Al-Ikhsan Sport Sdn. Bhd
Position : Account Assistant
Department : Finance Department
Job Responsibilities :
 - Checking and monitoring daily sales process flow from all outlets around northern region of Malaysia
 - Processing the payment for the suppliers (Nike, Adidas, Umbro, Puma, etc)
 - Managing and processing the payment to the contractors for maintenance, renovation, medicals, etc.**Duration** : November 2011 – Present
- Company Name** : Legend Prestige Sdn. Bhd (Contractor's Company)
Position : Practical Trainee (Industrial Training)
Department : Project Management
Job Responsibilities :
 - Prepare the progress report about housing project on every 2 weeks.
 - Doing a site visit to learn about construction technology, project management and safety at the site.
 - Assist the Quantity Surveyor by going to the site to make preparation of progress claim & payment.
 - Documentation of all orders.
 - Identify the amendment on the drawing and obtaining a confirmation from architect.**Duration** : May 2010 – July 2010

SKILLS / STRENGTHS

Skill	Proficiency
Microsoft Office (Word, Power Point, Excel)	Advanced
Microsoft Project	Intermediate
AutoCad	Beginner
Statistical Package for Social Science (SPSS)	Beginner
User Business System (Accounting Software System)	Beginner
Microsoft Dynamic SL	Beginner

- Experience in report writing skill and presentation skill.
- Have a knowledge in a project management, contract and estimation cost.

Personal Characteristics

Been described as cheerful, highly motivated, with ability to work under pressure and prefer to work in team and willing to learn, also fast learner.

LANGUAGES

Language	Proficiency (Excellent =10, Poor =1)	
	Spoken	Written
Bahasa Malaysia	10	10
English	6	6
* Mandarin : Beginner level		

PREFERENCES

- Expected Salary** : RM 2,200 (Negotiable)
Availability : Immediately after 1 month notice
Willing to Relocate : Yes
Possess Own Transport : Yes

REFERENCES

Name : Cik Mariati binti Saman
Position : Accountant
Organization : Al-Ikhsan Sports Sdn.Bhd
Telephone no. : 017-7287840

Name : Pn. Ruziah Binti Hussein
Position : Lecturer of Faculty of Technology, Business & Entrepreneurship
Organization : Universiti Tun Hussein Onn Malaysia (UTHM)
Telephone no. : 013-7748409