**Noorradiyah Binti Ismail**

B-1-17, Jln Seri Putra 4

Apartment Seri Mawar

43000, Bandar Seri Putra, Kajang, Selangor.

Email: [imradiyah@gmail.com](mailto:imradiyah@gmail.com)

Mobile number: 0177768032

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**THE HUMAN RESOURCE DEPARTMENT**

Dear Sir/Madam,

**APPLICATION FOR ENGINEER / EXECUTIVE IN YOUR COMPANY**

I wish to apply for the mentioned post. For supporting my application, herewith I enclosed my curriculum vitae, educational and experience certificate for your kind attention.

I am graduated in Master of Philosophy (Electrical Engineering). Being a versatile individual, I am consider myself a team player, being able to work closely with others and also I am able to work independently too. I am an enthusiastic person with a keen interest to learn and also a dedicated person with a professional attitude toward my work. With a bachelor and master in electrical engineering, allow me to visualize, capture and solve any issues or problem, utilize my knowledge besides contribute ideas to the company. On top of that, I believe that my strong technical experience (list of project involved) I gained, will make me a very competitive candidate for this position.

I would welcome the opportunity to tell you how my skills, experience and education would be an asset to your organization. Hence, I am keen to be interviewed, if I were short listed as one of the candidate.  I can be contacted at [imradiyah@gmail.com](mailto:imradiyah@gmail.com) or 017-7768032. Thank you for your time and your kindly perusal.

Thank you.

Sincerely yours,

**Noorradiyah Binti Ismail**



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| **NOORRADIYAH BINTI ISMAIL** |
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| **PERSONAL PARTICULAR** |

**PERSONAL PARTICULAR**

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| NRIC No. | : 850317-01-5050 | | |  |  |  |  |
| Gender | : Female |  |  |  |  |  |  |
| Age | : 28 |  |  |  |  |  |  |
| Race | : Islam |  |  |  |  |  |  |
| Nationality | : Malaysian | |  |  |  |  |  |
| Date of Birth | : March 17, 1985 | |  |  |  |  |  |
| Place of Birth | : Johore Bahru | |  |  |  |  |  |
| Marital status | : Married | | |  |  |  |  |
| Address | : 50-6-3, Block 3E, Nova 1 Apartment, Jalan 8/38A, Taman Sri Sinar, 52100  Segambut, Kuala Lumpur | | | | | | |
| Contact No. | : 0177768032 | | | |  |  |  |
| Email | : [imradiyah@gmail.com](mailto:imradiyah@gmail.com) | | | | |  |  |
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| **SUMMARY** |

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| Throughout my career, I have been involved and possess experience in preparing tender submission, contracts administration, purchasing, management, project design management, mechanical, electrical and information technology (IT). Love to contribute knowledge, passionate with work, problem solving, strong leadership and dynamic team player, good interpersonal skills as well as resourceful and creative that could lead to drive organization's goal and a better improvement on community way of life without compromising with safety and health and complying with environmental law and regulations. High learning agility, drive and commitment on results, adaptable to change believes in continuous learning process with strong analytical, technical and supervisory skills. I will ensure the effective implementation of my work, any and all relevant policies, procedures and work instructions, planning activity, contract and construction is in conformance to Quality Management System: ISO 9001:2008, Enviromental Management System: ISO 14001, Health and Safety Management System specification: OHSAS 18001 and Purchasing Standard: ISO 9001:2000. |
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| **EDUCATION BACKGROUND** |

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| **Year** | **Name of School/Instuition/CGPA** | **Qualification** |
| 2012-2014 | Malaysia-Japan International Institute of | Master of Philosophy |
|  | Technology, Universiti Teknologi Malaysia. | (Electrical Engineering) |
|  | MJIIT-UTM (KL) |  |
|  |  |  |
| 2009 -2011 | Universiti Kuala Lumpur British Malaysian | Bachelor of Engineering |
|  | Institute (UniKL-BMI). | Technology (Hons) |
|  | **(CGPA: 3.08/4.00)** | Electrical. |
|  |  |  |
| 2004-2007 | University Technology Malaysia, Kuala | Diploma in Power |
|  | Lumpur (UTMKL) | Electrical Engineering |
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| **WORKING EXPERIENCE** |

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|  |  | |
| Company | : **SUNWAY ENGINEERING (SUNWAY GROUP)** | |
| Year | : 24 Oct 2011 –24 April 2012 | |
| Designation | : ASSISTANT CONTRACTS ADMINISTRATOR | |
|  |  | |
| Natural of | : Quality Assurance and Quality Control (QA/QC), Standard Operating Procedure | |
| Works | (SOP), Documentation (ISO 9001:2008, ISO 14001 and OHSAS 18001, ISO | |
|  | 9001:2000), Purchasing, Pricing / Financial, Administrative, Project Design | |
|  | Management, Mechanical, Electrical, Preparing Tender Submission, Virtual Design | |
|  | Construction software (VDC). | |
| **Work scope:-** |  | |
| 1. Preparing Tender Submission | | |
| (a) Check Tender Document | | |
|  | 1. To comply with the provisions for the collection of tender documents such as | |
|  | adequacy of tender documentation fees, provision of authorisation letters etc. | |
|  | 2. To check, understand and comply with the tender conditions. | |
|  | 3. Site recognisance. | |
| (b) Pre-tender Planning | | |
|  | 1. Carry out pre-tender planning. | |
|  | 2. Prepare work schedule and summarise work items. | |
|  | 3. In conjunction with Project Manager work out construction methods, method | |
|  | statement and temporary work and price preliminary items. | |
| (c) Tender submission | | |
|  | 1. Taking off quantities where necessary. | |
|  | 2. Check and verify the quantities in the bills, Taking off, tabulating, extracting | |
|  | and billing. | |
| (d) Post submission of tenderers | | |
|  | 1. Check tender document and drawings and where necessary remeasure | |
|  | quantities to affirm tender BQ. | |
| (e) Pricing / Financial | | |
|  | 1. Checking, enquiring and interpretating market intelligence. | |
|  | 2. Market price and availability of materials etc. obtaining quotation from | |
|  | suppliers or subcontractors. | |
|  | 3. Forecast and cost all possible contractual, construction and market risks. | |
| (f) Strategy | | |
|  | 1. Carrying out competitor analysis such as: | |
|  | - Names of tenderers and their pricing trend. | |
|  | - Analysing pricing weightage / distributions. | |
| (g) Compliance of tender document on: | | |
|  | i) Performance bonds. | |
|  | ii) Earnest money. | |
|  | iii) Design bonds. | |
|  | iv) Furnishing all ancillary information required. | |
| (h) Submission | | |
|  | i) Complete technical submission. | |
|  | ii) Complete commercial submission. | |
| 2. Contracts Administration | | |
| (a) Procurement | | |
|  | 1. Prepare procurement schedule for subcontractor / supplier. | |
|  | 2. Prepare BQ and procurement document for quotation. | |
|  | 3. Tabulate and arrange negotiate / clarify with subcontractors / suppliers. | |
|  | 4. Prepare recommendation of award document. | |
| (b) Financial | | |
|  | 1. Progress payment to subcontractor. | |
|  | 2. Progress claim to client. | |
|  | 3. Ascertaining of quantities for finalisation. | |
|  | 4. Preparation of VOs for client and subcontractor. | |
|  | 5. Preparation of final account with client and subcontractor. | |
| (c) Commercial | | |
|  | 1. Study of alternative materials and methods. | |
|  | 2. Identification of possibilities of increasing revenue by claims, increase of | |
|  | profitable items etc. | |
|  | 3. Material control and wastage reporting. | |
| (d) Contractual | | |
|  | 1. Check and respond if necessary to all correspondences from subcontractor/ | |
|  | clients/consultants. | |
|  | 2. Check and advise Person-In-Charge on possibilities of claim. | |
|  | 3. Initiating claim in conjunction with contracts services. | |
| (e) Administrative | | |
|  | 1. Ensure insurances are in order and initial insurance claims whenever necessary. | |
|  | 2. Preparation and submission of bonds, guarantees, insurance, warranties and | |
|  | other documents as required by the contracts. | |
|  | 3. Maintain good document filing and control. | |
| 3. Purchasing | | |
| (a) Contractual | | |
|  | 1. To gather market intelligence on new products and sources of supply and | |
|  | monitor material price movements. | |
|  | 2. To monitor the quality and reliability of suppliers | |
|  | 3. JDE Purchasing System | |
|  | 4. To prepare Monthly Purchasing Report and maintain a database for products | |
|  | ranges prices and lists of suppliers. | |
|  | 5. General purchasing administrative work. | |
|  | 6. Implementing the computerisation of JDE Purchasing System | |
|  | 7. To compile and update material price for the usage of the estimator’s and | |
|  | managers and to prepare material purchase analysis reports. | |
|  | 8. To maintain and improve good working relationship with all suppliers and | |
|  | provide support to all departments of the company. | |
| 4. Management | | |
| Manage, supervise and guide assistants/subordinates assigned to him and to work closely with | | |
| other staff and provide assistance whenever is necessary/upon request by superior. | | |
| 5. General | | |
|  | 1. To implement any and all relevant policies, procedures and work instructions as | |
|  | so defined in the Company's Quality & Environmental Management System | |
|  | (ISO 9001, ISO 14001 and OHSAS 18001 Standards). | |
|  | 2. Any and all other duties as and when assigned from time to time by the | |
|  | superior. | |
| 6. Virtual Design Construction Software (VDC) | | |
|  | 1. Determine back end integration requirements & document specifications for | |
|  | systems by working with end users & software consultants. | |
|  | 2. Apply systems analysis & design in conjunction with knowledge of existing | |
|  | systems, business processes & available tools (Windows, .Net, SQL Server, | |
|  | Project Control Software, ERP System, etc). | |
|  | 3. Perform system testing & performance enhancement. | |
|  | 4. Continuous research & development | |
|  | 5. The new RIB iTWO is the present and the future in planning, estimating, cost | |
|  | management and project controls. It complements the sector‘s traditional | |
|  | processes with an interactive, model-based graphic process that links planning | |
|  | and construction from end to end. | |
|  | 6. RIB iTWO is standard interfaces to third-party applications. On the one hand, it | |
|  | integrates CAD and professional applications, on the other, commercial ERP | |
|  | systems. | |
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| **LIST OF PROJECT INVOLVED** | | |
| **1. Pinnacle (Bandar Sunway)** | | **2. Pinewood (Studio, Iskandar Region)** |
| (a) 27-storey grade A office tower | | (a) studio complex include 100,000 square |
| (b) Net lettable area: 580,000 sq ft | | feet (9,300 m2) of film stages, |
| (c) Singapore Building & | | ranging from 15,000 square feet (1,400 m2) to |
| Construction Authority (BCA) | | 30,000 square feet (2,800 m2). |
| Green Mark gold. | | (b) 2 TV studios, each at 12,000 square feet (1,100 m2). |
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| Company | : **TENAGA NASIONAL BERHAD (TNB)** | |
| Year | : Jan 2010 – Apr 2010 | |
| Designation | : Trainee | |
|  |  | |
| Company | : **AMERON (M) SDN BHD & AMERON PTE. LTD. SINGAPORE** | |
| Year | : Jan 2008 – Apr 2008 | |
| Designation | : Admin (Purchasing Dept.) | |
|  |  | |
| Work Scope:- |  | |
|  | 1. Monitor and ensure all purchases are done in accordance with the ISO 9000 | |
|  | purchasing procedure. | |
|  | 2. Ensure proper distribution of purchase requisition and purchase order. | |
|  | 3. Maintain proper documentation and filing of purchasing records. | |
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| Company | : **KELLY SERVICE KUALA LUMPUR** | |
| Year | : 2005 - 2007 | |
| Designation | : Data Entry (Part time) | |

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| **SPECIAL SKILL** |

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| Language | : Proficient in English & Bahasa Malaysia. |
|  | Beginner in Japanese language |
| Computer | : Ms. Office (Word, Excel, Power Point), AutoCAD, Proteus VSM 7.5, C- |
|  | complier, Programming C, Visual Basic, Multism, PROTEL DXP, Lab view, |
|  | Virtual Design Construction Software (VDC) |
| Mathematics | : Engineering math III & IV, CalculusI & II, Geometry & Trigonometry, |
|  | Algebra. |
| Others | : Management Engineering, Communication Principle, Essential management |
|  | principles, Industrial Safety and Health, Mandarin 1& 2, Technopreneurship |
|  | & Innovation management. |
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| **COURSE ATTENDED** |

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|  | | | | |
| 1. CIDB Occupational Safety and Health course. (2011) | | | | |
| 2. AUTOCAD (2011) | | | | |
| 3. VDC (Virtual Design Construction Training) (2011) | | | | |
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| **EXTRACURRICULAR ACTIVITIES** | | | | |
|  |  | | | |
| UTM | 1. University Athlete in Netball. | | | |
|  | 2. University Athlete in Rowing Games-UNITEN ROWING CHALLENGE. | | | |
|  | 3. Athlete for 100m, 200m and 4x100m. | | | |
|  | 4. 1st Place in rowing games ‘Varsity Boat Race’ (2006). | | | |
|  | 5. 6th Place in Larian Kemerdekaan (2006) | | | |
|  | 6. University Athlete Netball (2005) | | | |
|  |  | | | |
| UNIKL | 1. OSHA Club (Occupational Safety and Health Administration) (2011). | | | |
|  | 2. Registered as Malaysian Society Engineering (MSE). | | | |
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| **NOTICE PERIOD** | | | | |
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| Availability | : 31st March 2014 | | | |
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| **SALARY** | | | | |
|  | | | | |
| Last drawn salary | : RM 2700 | | | |
| Expected salary | : RM 3500-RM3800 (NEGOTIABLE) | | | |
|  |  | | | |
| **REFERENCE** | | | | |
|  | |  |  |  |
| **Dr.Rasli bin Abd Ghani** | | | **Prof Othsuka Shinya** | |
| Malaysia Japan International Institute of | | | Kyushu Institute of technology | |
| Technology, Universiti Teknologi Malaysia | | | 1-1, Sensui-cho, Tobata-ku, Kitakyushu-shi, | |
| Phone: 03-2203 1213 | | | Fukuoka, 804-8550, JAPAN | |
| Mobile Phone: 019-2764551 | | | Phone: +81-(0)93-884-3061 | |
|  | | |  | |
| **SUNWAY ENGINEERING** | | |  | |
| Level 9, Menara Sunway, | | |  | |
| Jalan Lagoon Timur, Bandar Sunway, | | |  | |
| 46150 Petaling Jaya, Selangor, Malaysia. | | |  | |
| Tel: +60-3-5639 9999 | | |  | |
| Fax: +60-3-5639 9531. | | |  | |

