

MUHAMMAD LOKMAN HAKIM



Selangor, Malaysia | +6010-211 5249 | lhakim.nazri@gmail.com

Resourceful and highly organized Project Coordinator with over 6 years' experience in architectural design, construction project management, and production operations. Skilled in end-to-end project lifecycle management, site coordination, BIM model quality control, and technical documentation. Proven ability to deliver projects on time, ensure stakeholder alignment, and maintain compliance with industry standards. Currently seeking to contribute my leadership and technical expertise in a full-scale Project Management role within the construction and infrastructure sector.

PROFESSIONAL EXPERIENCE

Project Executive | Alexander Poh Architect

Kajang, Selangor | Feb 2023 – Present

- Coordinated BIM model submissions and ensured data standards compliance for Petronas Research Sdn. Bhd. Campus project.
- Liaised with consultants, contractors and internal teams to maintain quality control in construction delivery.
- Managed technical documentation, reporting, and project tracking to meet critical deadlines.

Freelance Project & Technical Consultant | Self-employed

Kajang, Selangor | August 2022 – Feb 2023

- Delivered planning, documentation, and project tracking services for property development and renovation clients.
- Conducted site analyses and ensured compliance with local authority requirements.

Production Executive | Agrotech Holdings Sdn. Bhd.

Kuala Selangor, Selangor | Oct 2020 – July 2022

- Coordinated daily production operations and streamlined production processes.
- Led factory audits for Halal and HACCP certifications, enhancing operational compliance.
- Standardized daily reporting for management decision-making.

Junior Architect | TG Archimetrics Sdn. Bhd.

Kelana Jaya, Selangor | July 2018 – Oct 2020

- Supported design development, authority submissions, and site coordination for major logistics and industrial projects (e.g., Cainiao KLIA2 Warehouse).
- Collaborated with multi-disciplinary teams to ensure project milestones and compliance standards were achieved.

Interior Designer | EA AR Group Sdn. Bhd.

Kelana Jaya, Selangor | Jan 2018 – June 2018

- Developed practical and cost-effective interior design solutions for residential and commercial renovation projects.
- Produced conceptual drawings and collaborated closely with clients and contractors.

PROJECTS

Petronas Research Sdn. Bhd. Campus 2 Project

BIM submission coordination, documentation management, and site delivery compliance.

Cainaio KLIA e-Hub Alibaba Mix-Development Project

Design support, authority submission, and construction collaboration.

NOVA FRP & YUNKU FRP Warehouse

Full-cycle involvement from design development to site handover.

Basic 8 Factory

End-to-end project support from conceptual design through construction execution.

Lettricia Condominium, Lot 1686 Mix-type Factory & Alton Mix-development

Design proposal, Architectural design, coordination & technical support.

EDUCATION

Bachelor Of Science (Hons) In Architectural Studies

International Islamic University Malaysia | LAM Part 1 Accredited

CORE COMPETENCIES

Project Planning & Scheduling

Construction Site Coordination

BIM Model Quality Review

Technical Documentation & Authority Submission

Cross-functional Stakeholder Management

Workflow & Process Optimization

AutoCAD, Revit, SketchUp, Microsoft Project

TECHNICAL SKILLS

Project Management Tools:

Microsoft Project (scheduling and gantt charts), Smartsheet (task tracking), Trello (visual board).

Documentation & Collaboration:

Microsoft Teams, Autodesk 360, Google Workspace.

BIM & Design Tools:

Autodesk Revit, AutoCAD, SketchUp.

Document Control:

Aconex

LANGUAGES

- **Malay:** Native
- **English:** Professional Proficiency

REFERENCES

- Ar. Alexander Poh Woei Chyuan (Architect), +6012-234 0693, ap@aparch.com.my

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