

NURUL NABILA ATIRA BT NAJRI

nurulnabilaatira@gmail.com

Address : NO10, TAMAN SERI DELIMA,
52000 KEPONG,
KUALA LUMPUR.
H/P number : 01111844820
Driving License : D (Possess own transport)
Expected salary : RM 2500 (Negotiable)
Availability : Anytime



PERSONAL PARTICULAR

Age	: 26 years old	Nationality	: Malaysian
Date Of Birth	: 12 th September 1991	IC Number	: 910912085696
Marital status	: Married	Health	: Excellent

EDUCATIONAL BACKGROUND

Highest Education

Level : Degree
Year : 2015
Field of Study : Construction Management
University : Universiti Teknologi Mara
CGPA : 2.61

Second Highest Education

Level : Diploma
Year : 2012
Field of Study : Civil Engineering
Polytechnic : Sultan Azlan Shah
CGPA : 3.05

ADDITIONAL INFO

Personal Traits :

I'm graduated from Universiti Teknologi Mara (UITM) with a Degree in Construction Management who is interested in any related fields and position also able to start work immediately if required. Reliable, trustworthy, multi-tasking, organize and self-motivated. Able to work on own initiative or as part of a team and can deal with administrative duties completely.

QUALIFICATION AND SKILLS

Language Skill

		Satisfactory	Good	Excellent
a)Malay	i. Speaking			✓
	ii.Writing			✓
	iii.Listening			✓
b)English	i.Speaking		✓	
	ii.Writing		✓	
	iii.Listening			✓

Computer Skill

	Expert	Intermediate	Beginner
a)Word	✓		
b)Excel	✓		
c)Power Point	✓	✓	
d)Project			
e)AutoCad			✓
f)Primavera			✓

POSITION/YEAR	EMPLOYER	DESIGNATION AND RESPONSIBILITIES
Industrial Trainee November 2010 – April 2011	Ipoh Lab Sdn Bhd	<ul style="list-style-type: none">Carried out testing work covering all aspect of laboratory test such as aggregates, asphalt, concrete, bitumen, and reinforcement testing also some administrative works.
Project Admin (Current)	Water Spectrum Sdn Bhd	<ul style="list-style-type: none">Process and manage documentation for project operation.Coordinate with project team to ensure related operations and documents are in orderEnsure project documentation is up to date and implement effective filing system.Preparing all report related to site work.Preparing all documents and quotation related to tender from beginning until submission.Handle any licensing that related to project requirementsAssist on project trackingMonitor project budget in the purchasing of equipment for new projectAs a document controller for the ISO matter.

University Achievement and activities

- Participant in English week scrap book competition
- Participant in Presentation and Final Project Exhibition
- Participant in construction site safety awareness by CIDB Malaysia
- Attended Latihan Keusahawanan Vendor (Water Tank) by MASS-COMPOSITE TECHNOLOGY

School Achievement and activities.

- Attended Microsoft office and multimedia courses

Others Achievement

- Attending Program Latihan Khidmat Negara 2009
- Attending Seminar on management of tender by Pengurusan Aset Air Berhad (PAAB)
- Attending training regarding Microsoft Project 2013
- Attending training on Basic project planning (MS Project 2013)
- Attending Kursus Proses Pengurusan Tender Pembinaan.

References

**ENCIK ZULFADLI BIN MUHAMMAD ZIN
JURUTERA**

B803, Block B, Kelana Square,
No 17, Jalan SS7/26, Kelana Jaya,
47301 Petaling Jaya,
Selangor.
Tel : 0172560670

**ENCIK MUHAMMAD KAMAL AHMAD
PENSYARAH**

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