

**CHARLOTTE BILLY**

Bachelor of Quantity Surveying (Hons)

MARA University of Technology (UiTM) Shah Alam

Contact No. : +6017 8300217

Email : charlottebilly_92@hotmail.com

Address : No 03-05, Level 3, Block Rafflesia, Kepayan
Police Housing, 88560 Kota Kinabalu, Sabah.

OBJECTIVE

To obtain a job opportunity that suit me in an organization wherein I can utilize and sharpen my skills, overcome any challenges that my job provide me and in turn contribute towards the company's growth.

PERSONAL PARTICULARS

Date of Birth	: 17 th November 1992	Age	: 25
Nationality	: Malaysia	IC Number	: 921117-12-5648
Gender	: Female	Marital Status	: Single

EDUCATION BACKGROUND

2014-2017: **MARA University of Technology (UiTM) Shah Alam**
Bachelor of Quantity Surveying (Hons)
Research Title: Rehabilitation Plan on Abandoned Building Construction Projects in Sabah
CGPA: 3.19

2010-2011: **Labuan Matriculation College**
Major: Physical Science
CGPA: 2.72

2005-2009: **SMK SANZAC, Kota Kinabalu**
SPM Result: 1A+, 2A, 1A-, 1B, 2C+, 3C

EXTRACURRICULAR ACTIVITIES**MARA University of Technology (UiTM) Shah Alam**

- Participated in Ultimate Frisbee sport for:
 - a) Game of Throws, Universiti Utara Malaysia, 2016
 - b) Sukan Antara Fakulti (SAF), UiTM Shah Alam, 2014-2016
 - c) AFTAS-Wildcats Frisbee Invitational, UiTM Shah Alam, 2014
- Ten Pin Bowling Course, Plaza Alam Sentral Shah Alam, 2015
- Modul Perkasa Jati Diri, UiTM Shah Alam, 2015

- Participated in Malam Citra Bayu, Universiti Sains Malaysia, 2015

Labuan Matriculation College

- Cultural Night (Cultural Dance), Labuan Matriculation College, 2011
- Cultural Carnival (Martial Arts), Labuan Matriculation College, 2010
- E-Komuniti Programme (Adobe Photoshop), Labuan Matriculation College, 2010
- Musical Sketch, Labuan Matriculation College, 2010

SMK SANZAC, Kota Kinabalu

- Secretary for Photography Club, SMK SANZAC, 2007
- Treasurer for Taekwondo Club, SMK SANZAC, 2007
- Participated in Taekwondo Belt Test, SMK SANZAC, 2006

STRENGTHS

- Positive attitude
- Self-motivated and results-driven
- Able to work in group and independently
- Willing to learn and experience new things

SKILLS AND LANGUAGES

Skills : Microsoft Office (Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Publisher)
: Good knowledge in computer.

Languages : Malay (Excellent speaking, reading and writing)
English (Good speaking, reading and writing)

WORKING EXPERIENCES

Company Name : Pejabat Pembangunan Persekutuan Negeri Sabah (Technical Section)
Position Title : Internship Trainee
Working Period : 20th January 2016 – 20th February 2016
Monthly Salary : -
Job Description : Taking-off quantities, preparation of bills of quantities, consultant meeting, general site visit, site valuation

Company Name : Perunding Ukur Bahan AL Sdn Bhd
Position Title : Internship Trainee
Working Period : 13th July 2015 – 4th September 2015

Monthly Salary : RM600 (allowance)
Job Description : Taking-off quantities, application of QS aided Software, remeasurement of quantities of work undertaken

EXPECTED SALARY: RM 2000

REFERENCES

1. Name : Mr Safari Bin Muslie
Position Title : Asisstant Director (Technical Section, Pejabat Pembangunan Negeri Sabah)
Contact No : 088-484815
Email : safari.muslie@sbh.icu.gov.my
2. Name : Dr. Suliahti Hashim
Position Title : Lecturer
Contact No : 03-5544 1505
Email : sulia295@salam.uitm.edu.my
3. Name : Mr Azizan Supardi
Position Title : Lecturer
Contact No. : 03-5521 1532
Email : aziza012@salam.uitm.edu.my