

Dear Recruiter,

With due respect, I'm formally apply for job in any position related to my qualification. I am a graduated student in Bachelor of Quantity Surveying from International Islamic University Malaysia (IIUM) with CGPA of 3.20. The lectures during my study introduced me to many principles in construction industry such as measurement, contract management, property and so on. Other knowledge principles in my study years also includes environmental and material sciences, economics, and legal studies. I want to apply and enhance my knowledge, skills by working with your company.

I have gained some experiences through practical training in HAH Associates in Kota Bharu for four months. In addition, I have also work as a part-timer for one month in KSK & Partners Sdn. Bhd, WAW MDP Services, gaining some additional experience in this industry. Quit the job as to pursue higher education which is then cancelled. Then, i works for Marriott International as a Front Office Assistant which just recently left the job and become English replacement teacher in public school. Currently, i am unemployed.

Here, i attached my resume for your review.

If you require any further information, do contact me at 014-5197272 and the following email address nikasyraf92@gmail.com

Thank you for your time and consideration,

Regards,

Nik Ahmad Asyraf Bin Mohd Yusmi



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Contact Info

Address : Pt1712, Kg. Beris Jambu, Jalan Panji, 16100, Kota Bharu, Kelantan
Mobile No. : 0145197272
Email : nikasyraf92@gmail.com

Personal Particular

Age : 25 years
IC No. : 920703-03-5261
Nationality : Malaysian
Gender : Male
Expected Salary : RM 1800

Academic Qualification

Current Education

Level : Bachelor's Degree
Field of Study : Architecture and Environmental Design
Major : Quantity Surveying
Institute : International Islamic University Malaysia (IIUM)
CGPA : 3.20

Education Background

2011 – 2015 : **Bachelor of Quantity Surveying (Honours)**
International Islamic University Malaysia (IIUM)
2010 – 2011 : **Pre-Degree Matriculation Program**
Centre For Foundation Studies IIUM (CGPA 3.0)

- 2008 – 2009 : **Sekolah Menengah Kebangsaan Ismail Petra**
Sijil Pelajaran Malaysia, SPM (7A's 4B's)
- 2006 – 2007 : **Sekolah Menengah Kebangsaan Ismail Petra**
Penilaian Menengah Rendah, PMR (8A)
- 2004 : **Sekolah Kebangsaan Sri Chempaka**
Ujian Pencapaian Sekolah Rendah (4A's 1B's)

Academic Achievement

- 2007 : Academic Excellence Award

Extra-Curricular Activities

NATIONAL LEVEL

- Pertandingan Debat Piala Perdana Menteri Antara IPT 2011 (Spectator)

STATE LEVEL

- Representing School for Excellence Program in 2008
- Representing School for Kuiz Sains Angkasa in 2004

UNIVERSITY LEVEL

- Al-Faruq Fever Night 2012 (Futsal)

SCHOOL LEVEL

- Committee Member for Taekwondo Club
- Assistant Treasurer for English Society
- Representing School in Football
- Representing School in Handball
- Representing School in Bowling

Additional Info

Personalities

- Highly self-motivated person and trustworthy
- Positive and willing to learn new things
- Responsible and disciplined person

Abilities

Computer Skills:

- Basic Computer Software : Microsoft Word, Excel and Powerpoint
- Basic Surveying Software : Buildsoft

Language:

- Excellent in Bahasa Malaysia
- Excellent in English

Driving:

- Possess a class D driving license

Working Experience

- Feb-June 2014** : Internship at HAH Associates, Kota Bharu, Kelantan
- Aug-Oct 2015** : Work at WAW MDP Services Sdn Bhd, Kota Bharu, Kelantan
- Jan-June 2016** : Work as Front Office Assistant at Marriot International
- Aug-Sep 2016** : English Replacement Teacher for SMK Ugama Al Yunusiah, Kota Bharu Kelantan

Course Highlight

Quantity surveying in IIUM introduce me to the basic knowledge principle of:

- Assets and Facility Management
- Building Construction
- Contract Administration
- Construction Procurement
- Economics
- Environmental and Material Sciences
- Estimating
- Measurement
- Property Investment and Valuation
- Quantity Surveying Practice and Administration

Referees

1. Name : Asst. Prof. Dr Saifulnizam Suhaimi
Position : Academic Advisor
Department : Department of Quantity Surveying
Email : saifulnizam@iium.edu.my
2. Name : Norizan Bt Abdullah
Position : Counselor
Department : Sekolah Menengah Kebangsaan Ismail Petra
Email : smkismailpetra@gmail.com