

RUBBY DEAN

KOTA KINABALU

Mob: **0195389448**

Email: rubby_scene@yahoo.com



Carrier Objective:

To gain knowledge, experience and skills as much as I can that are related to quantity surveyor field especially in measurement and contract. Thus, I would like to involve in any works or projects in future which I can learn and experience from others besides sharing my skills and knowledge wherever I can. I try to give best service for the company.

Professional Overview:

- Experience in Mix Development Building Construction.
- Extensive knowledge in construction method, material and building regulations.
- A keen communicator with honed problem solving and analytical abilities.
- Excellent IT and Math's to be able to analysis / Taking Off.
- Good team player with great interpersonal & communication skills.
- Manage multiple tasks simultaneously and proficient with Microsoft Office (Word, Excel, Power Point and also AutoCAD/BrisCad).

Organizational Experience:

- From 1st February 2017 to present with Titian Usaha as Quantity Surveyor (Project Clinic & Quartes, Telupid)
- From August 2016 with 1 Borneo Center Management (CMO) as Admin Assistant cum purchasing.
- From April 2011 to July 2016 with Gandingan Jadi Sdn. Bhd as a Main Contractor as a Quantity Surveyor. (Mix Development shopping Complex and Shopping Mall).
- From January 2011 to April 2011 with MSSB (Modular Structure Sdn Bhd) as an Assistant Quantity Surveyor.

EMPLOYMENT HISTORY

Titian Usaha Sdn. Bhd

Position Title : Quantity Surveyor

Industry : Construction / Building / Engineering

Project Title : Cadangan Menyiapkan Kerja-kerja Terbangkalai Klinik Kesihatan Jenis 4S dengan X-Ray serta Kuarteres di Telupid.

Work Description:

- Update monthly progress report, prepare claim to JKR Telupid and sub-contractor.
- Dealing with all consultants, prepare incoming, outgoing letter for approval material on site for JKR and filling as well.
- Monitoring material needs, quantities received, used and to be ordered.
- Responsible for checking taking off quantities, site measurement.
- Assist in project department on purchase and order material, provide support for site works.
- Prepare work order, purchase order and quotations.

1 Borneo Management Corporation (CMO)

Position Title : Admin Assistant
Industry : Building / Management

Work Description :

- Performs administrative and office support activities for multiple supervisors.
- Duties include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing.
- Assist with overflow work from administrative and executive assistants and fill in for the office receptionist as needed.
- Creates processes and tracks purchase orders. Maintains records of orders and inventory and follows up with vendors on shipment and delivery.

Gandingan Jadi Sdn Bhd

Position Title : Assistant Quantity Surveyor
Industry : Construction / Building / Engineering
Project : Mixed Development consist of shopping complex, shop office, hotel and Condominium.

Work Description :

- Perform site inspection, update monthly progress report.
- Check drawing discrepancy and coordinate all construction drawings.
- Monitoring material needs, quantities received, used and to be ordered.
- Responsible for taking off quantities, site measurement / valuation.

- Assist in project department on materials delivery and provide support for site works.
- Ensure the constructions are being carrying out in accordance to the approved works method and to conduct structural/architectural checks.
- Prepare and process subcontractors or main contractors claim, payment certification, joint venture final re-measurement and preparation of final account.
- Preparation of bill of quantities (BOQ)
- Checking of site inspection reports for various works as per approved construction drawings and site verification works executed by the contractor
- Preparation of rate analysis for variation orders.
- Draft letter of award and compile contract documents for signature
- Filling management and inventory stock.

Modular Structure Sdn Bhd (MSSB)

Position Title : Asst. Quantity Surveyor (Junior Executive)
 Industry : Construction / Building / Engineering
 Project : Papar Rumah Ayam (To extend chicken house area) and Private /
 Personal home (to Renovate / rebuild / restructure roof & trusses)

Work Description :

- Supervise and monitoring of construction works in accordance with the contracts and construction drawings especially in terms of specifications, quality and time of completion.
- Identify all remedial / outstanding works to be carried out and to ensure that those works are carried out by the contractors within the time stipulated in the contracts.
- Taking off quantity based on roof design by client, coded price (quotation / survey building material).

Personal Particular:

Home address : PO Box 18120. 88874 Kota Kinabalu
 Date of Birth : 27 February 1988
 I/C No : 880227-49-5262
 Marital Status : Single
 Sex : Female
 Religion : Christian (RC)
 Race : Bumiputera Sabah
 Nationality : Malaysian
 Availability : Immediately after notice period of 1 month (s)
 Current Salary : RM 2300.00
 Expected Salary : RM 2800.00

Educational Background:

BACHELOR'S DEGREE (PJJ at KYS Sembulan)

Program : Quantity Surveyor (Hons.)
Institute/University : University Teknologi Malaysia, Skudai Johor (UTMSpace)
Year : Sept 2011- Jan 2015 (Graduation on April 2016)

SIJIL / DIPLOMA

Program : Sijil Ukur Bahan
Institute/University : Politeknik Kota Kinabalu
Year : 2006-2008
CGPA : 3.35

Program : Diploma in Quantity Surveyor
Institute/University : Politeknik Kota Kinabalu
Year : 2009-2010
CGPA : 3.57

SECONDARY EDUCATION

School : Sekolah Menengah Ken Hwa, Keningau, Sabah.
Year : 2001-2005 (7 credits, 3 Pass)

SKILLS AND CAPABILITIES

Able to use the following software:

1. Microsoft Word (expert)
2. Microsoft Excel (expert)
3. Microsoft PowerPoint (expert)
4. AutoCAD / BriscAD (medium)

LANGUAGES

Proficiency: 0=Poor-10=Excellent

Language	Spoken	Written
Bahasa Malaysia	9	10
English	8	9

ACHIEVMENTS

- *Aungerah Jabatan Awam Semester 6 (Diploma in Quantity Surveyor).*
- *Register with LJUBM as Quantity Surveyor*

REFERENCES

Name : Mr. Benjamin Gaulis

Relationship : Leader

Position : Project Manager

Company : 1 Borneo Management Sdn Bhd

Telephone : +6010-9518696

Name : Mrs. Serena Jeffrey

Relationship : Contract Executive

Position : Senior Quantity Surveyor

Company : Titian Usaha Sdn. Bhd

Telephone : +6016-7021407