

Nur Aliyana binti Alihad

Lot 7100, Jalan Kelantan, Kampung Padang Air,
21060 Kuala Terengganu, Terengganu

Age : 25 years old

Status : Single

IEM No : 78773

LinkedIn : www.linkedin.com/in/yanaalihad

Nationality : Malaysian

Mobile No. : 013-6813712

Email : yanaalihad@gmail.com



Career Objective

To secure a position in civil engineering field where I can effectively contribute my skills and knowledge in order to achieve the mission and vision of the company.

Working Experiences

Site Engineer

Progamatic Design Sdn. Bhd

TZM Project, Chukai, Kemaman (September 2015 – November 2016)



Job Scopes:

- Ensured that all materials used and work performed are as per specifications.
- Checked plans, drawings and quantities for accuracy of calculations.
- Liaised with consultants, subcontractors, supervisors, planners, quantity surveyors and the general workforce involved in the project.
- Day-to-day management of the site, including supervised and monitored the site labour force and the work of any subcontractors.

Industrial Training (Internship)

Tanjong Developer Sdn. Bhd.

Kuala Terengganu, Terengganu (June 2014 – September 2014)



Job Scopes:

- Assisted site supervisor to ensure the proper construction accordance and compliance with the requirement of approved construction drawing.
- Identified and measured the materials, machineries, equipments and labours needed for the construction.
- Kept records on labour, materials, machineries, equipment etc.
- Checked and measured the quantities of accepted works done by contractors.

Education

Universiti Malaysia Pahang (UMP)

Bachelor of Engineering (Honours) in Civil Engineering – 2011 - 2015

Kolej Matrikulasi Pahang

Physical Science – 2010 - 2011

SMKA Tok Jiring, Kuala Terengganu, Terengganu

2005-2009

Sijil Pelajaran Malaysia (SPM) – Science Stream

Penilaian Menengah Rendah (PMR)

Languages

- **English** (Professional working proficiency)
- **Bahasa Melayu** (Full professional proficiency)
- **Arabic** (Native or bilingual proficiency)
- **Japanese** (Native or bilingual proficiency)

Skills

- Microsoft Office (Word/PowerPoint/Excel/Access/Visio)
- Microsoft Office Project
- AutoCAD
- ArcGIS
- STAAD.Pro
- VirtualDub

Personal Characteristics

- Able to work with teammates in group or independently.
- Responsible in work.
- Able and ready to work under pressure.
- Good communication skills.
- Fast learner, self-motivated and critical thinking person.
- Effectively organized time, space and resources available.

Certification

- **Basic First Aid and Cardiopulmonary Resuscitation (CPR)**
Malaysian Red Crescent Society, License BB0149809
September 2016 – November 2019

Activities and Involvements

Universiti Malaysia Pahang (UMP) (2011-2015)

- Treasurer of “Sekretariat Mahasiswa Anak Terengganu (PERMATA-UMP)” (2014 – 2015).
- Exco of Entrepreneurship under Yayasan Terengganu for PERMATA-INDUK (2013/2014).
- Committee Member for “Program Mahasiswa Permata Negara Siri II, PERMATA” (2013).
- Treasurer of Annual Grand Dinner PERMATA-UMP (2012).
- Secretary of Training of Trainers organized by “Sahabat Masjid dan Pusat Islam & Pembangunan Insan” (2012).
- Participant in Bridge Design Competition organized by Faculty of Civil Engineering & Earth Resources (2012).
- Facilitator for English for Fun Programme at SK Sultan Sulaiman II, Terengganu organized by PERMATA-INDUK (2011).
- Treasurer of Residential College (2011).

References

1. Mr. Soon Khim Wen
Project Manager,
Progamatic Design Sdn. Bhd.,
No 16 & 18, Jalan BRP 7/2A, Bukit Rahman Putra,
47000 Sungai Buloh,
Selangor Darul Ehsan.
012-9810623
soonpdsb@gmail.com
2. Mr. Mohammad Amirulkhairi bin Zubir
Academic Advisor,
Faculty of Civil Engineering & Earth Resources,
Universiti Malaysia Pahang.
609-5492996 / 019-6556494
amirulkhairi@ump.edu.my