



# SITI HAJAR AHMAD MUNAWAR

(2nd Class Bachelor Degree of Civil Engineering (Hons.))

**Address** : Bandar Baru Bangi, Selangor  
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## OBJECTIVES

I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

## SKILLS / COMPETENCY

Communication	<div><div></div><div></div><div></div><div></div><div></div></div>
Computer literacy	<div><div></div><div></div><div></div><div></div><div></div></div>
Interpersonal	<div><div></div><div></div><div></div><div></div><div></div></div>
Teamwork	<div><div></div><div></div><div></div><div></div><div></div></div>
Self-motivated	<div><div></div><div></div><div></div><div></div><div></div></div>
Responsible	<div><div></div><div></div><div></div><div></div><div></div></div>
MS Office	<div><div></div><div></div><div></div><div></div><div></div></div>
MS Project	<div><div></div><div></div><div></div><div></div><div></div></div>
AutoCAD	<div><div></div><div></div><div></div><div></div><div></div></div>

## EDUCATION BACKGROUND

### Highest Education

Bach. Deg. of Civil Engineering (Hons.)  
Universiti Teknologi Mara (UiTM)

### Higher Secondary

Diploma in Civil Engineering  
Universiti Teknologi Mara (UiTM)

### Secondary School / SPM

Sijil Pelajaran Malaysia  
Sek. Men. Teknik Kuala Lumpur

## LANGUAGES

Malay	<div><div></div><div></div><div></div><div></div><div></div></div>
English	<div><div></div><div></div><div></div><div></div><div></div></div>

## WORK EXPERIENCE / ACADEMIC PROJECT

### Traffic Engineer Assistant

Nilaimas Services, Seri Kembangan, Selangor

October 2016 - January 2017

- + WCE Section 3 Project & Klang Container Terminal Project
- + Prepare Traffic Management Plan report and drawings for submission using AutoCad & MS Word.
- + Attend meetings with clients (contractor) and authorities (JKR).
- + Present TMP report to clients.
- + Site visit at Klang.

### Junior Site Engineer (Site Based)

R&R Expert Builders Sdn. Bhd., Seri Kembangan, Selangor

May 2016 - September 2016

- + Proposed Low Medium Cost And Medium Cost Apartments Mukim Petaling, Selangor Under The State Government Efforts In The Revival And Rehabilitation Of Abandoned Projects In Selangor.
- + Prepare site diary, site progress report and assist QS to prepare claims, bill of quantities and RFI form.
- + Check materials, drawings and record work on site.

### Final Year Project (Individual)

Universiti Teknologi Mara, Shah Alam, Selangor

March 2015 - January 2016

- + Determination of Transverse and Vertical Ground-borne Vibration and Shear Wave Velocity: A Case Study at Sepang, Selangor.
- + Best Power Point for Final Year Project (GeoTren Division).

### Integrated Design Project (Team)

Universiti Teknologi Mara, Shah Alam, Selangor

September 2015 - January 2016

- + Proposed of Construction and Completion of Eight-Storey Hostel Building at Langkawi, Kedah for Ministry of Home Affairs.

### Internship

Ikram QA Services Sdn. Bhd., Kajang, Selangor

July 2015 - September 2016

- + Prepared material testing report for clients.
- + Assist technician for material testing.

## **CURRICULUR ACTIVITIES**

### **2016**

- + AutoCAD Training at Vixmatech.

### **2015**

- + Best Power Point for Final Year Project (GeoTren Division).
- + Participated in 1 ASEAN ENTREPRENEURSHIP SUMMIT 2015.
- + 2 months Internship at IKRAM QA Services.

### **2014**

- + Participated in “Jurutera Masuk Desa” of Jom Desa 2.0 at Felda Sg. Klah organized by Faculty of Civil Engineering.

### **2013**

- + Participated in Construction Material Exhibition organized by Faculty of Civil Engineering.

### **2010**

- + Participant at Kem PLKN Paya Indah. 2nd place in marching competition.

## **REFERENCES**

Norliana Sulaiman,  
Lecturer,  
Faculty of Civil Engineering,  
Universiti Teknologi Mara (UiTM),  
Shah Alam, Selangor.  
Tel: 013 - 344 0345

Basir Nordin,  
Lecturer,  
Faculty of Civil Engineering,  
Universiti Teknologi Mara (UiTM),  
Shah Alam, Selangor.  
Tel: 017 - 624 5414

<b>Previous Salary</b>	<b>: RM 1 800</b>
<b>Expected Salary</b>	<b>: RM 2 500 (negotiable)</b>