

# SHEREEN BIRU TOMMY

## Fresh Graduate

Willing to learn, able to adapt to new or any environment, great in teamwork, friendly, love to smile, responsible, self-motivation, punctual and well presented.



## Personal Info

### Phone

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### E-mail

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### Address

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Jalan Batu Biah  
Limbang, 98700

## Hard Skills

### Data Analysis



### Bookkeeping



### Copywriting



## Soft Skills

### Communication



### Teamwork



### Time Management



### Ability to Work Under Pressure



## Experience (Internship Practical Training)

Jan – Feb 2017

### Majlis Daerah Limbang (MDL)

#### Practical Training for Bachelor Degree in Building Surveying

- Preparing meeting minute
- Doing administrative task
- Taking pictures of upcoming project location

Jul – Aug 2016

### Megah Mahawangsa Sdn. Bhd (Kuching)

#### Practical Training for Bachelor Degree in Building Surveying

- Organising and preparing tender and contract documents including bills of quantities
- Undertake cost analysis of the project, prepare and analyse costings for tenders
- Administrative task

Nov 2013 – Mar 2014

### Sarawak Economic Development Corporation (SEDC)

#### Practical Training for Diploma in Quantity Surveying

- Preparing tender and contract documents including bills of quantities
- Determine the condition of existing buildings, identify and analyse defects, inspect and monitoring the deterioration or defects of a property.

## Education

July 2017

### Degree in Building Surveying, UiTM Shah Alam

- CGPA: 2.83
- Thesis: The Practice Of Waste Collecting System At Residential Area In Shah Alam

April 2015

### Diploma in Quantity Surveying, UiTM Sarawak

- CGPA: 2.53
- MUET: Band 3

December 2010

### SMK Limbang (SPM: Science Stream)

- Bahasa Malaysia (B), English (D), Mathematics (A), Morale (B+), History (B+)
- Biology (C+), Additional Maths (C), Chemistry (D), Physics (E)

## Academic Involvement

Mei 2016

### Kem Rejimen Askar Melayu Diraja (RAMD) Johor

- Refurbishment and conservation study project of RAMD dining hall.
- Building damages inspection, costing for refurbishment.
- Proposing alternative building design, material and costing.

April 2016

### Marang Jetty, Terengganu

- Refurbishment project for Marang Jetty
- Proposing ideas for landscaping, new building and shops to attract more tourist

## Additional Activities

Feb – Sep 2015

### Golden Hornbill Drumline, UiTM Sarawak

#### Marching Percussion Group

Position: Manager

- Managing the group in preparing for their annual competition.
- Doing budget proposal
- Accommodation request, flight booking, updating of treasury records
- Liaising with event organizer for the group welfare and logistic

Jan – Feb 2011

### Shine Video Entertainment (Disc Shop)

Position: Shop Assistant

- Consult, giving recommendation, promote and sell merchandise to customer
- Achieve sales target
- Establish a good relationship with customers and other employee