



SHARMINE BINTI LATIF
JS2/22 Petronas Housing, Lorong 7,
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Highly interested in pursuing my careers as to assume a challenging position where I can expand my professional boundaries and develop diverse projects. I consider myself a fast learner, a resourceful leader and a team player with the ability to maintain safe practices and procedures.

PERSONAL DETAILS

Age	: 23 years	Date of Birth	: 24 September 1993
Nationality	: Malaysian	Gender	: Female
Marital Status	: Single	I/C Number	: 930924136604

EDUCATIONAL

Universiti Malaysia Pahang, Gambang, Pahang

B. (Hons) In Civil Engineering

CGPA : 2.75

Graduation Date : June, 2016

Kolej Matrikulasi Teknikal Johor, Pontian, Johor

Civil Engineering

CGPA : 2.95

Graduation Date : May, 2012

Sekolah Menengah Teknik Bintulu, Bintulu, Sarawak

SPM Civil Engineering Stream

Grade : 4A, 3B, 1C, 1D

Graduation Date : November, 2010

WORKING EXPERIENCE

Petroliam Sendirian Berhad (PETRONAS)

2015

- Held position as Trainee for Industrial Training.
- Monitored SMSO Retrofitting Project.
- Produced progress report for SMSO Retrofitting Project.
- Prepared layout plan for Chemical Warehouse.
- Produced Gantt's Chart for Project MLNG 3 Material Transfer to T9 Warehouse.
- Handled warehouse management.
- Maintained monthly report of GRN 103 and GRN 105.

Impian Kekal Sdn Bhd

2012

- Held position as Cashier.
- Handled all the cash transaction. and checked daily cash accounts.
- Maintained monthly, weekly and daily report of transaction.

EXTRACURRICULAR ACTIVITIES

- Take part in *Pertandingan Kawad Kaki Badan Beruniform* – 2007 & 2009
- Participate in National Physic Competition – 2010
- Participate in Chem-pion Marathon – 2011
- Participate in Innovation Competition - 2012
- Participate in Bridge Design Competition – 2013
- Participate in Engineering Surveying Camp at Lumut, Perak - 2013
- Participate in Building Communication Confidence Workshop - 2015

SKILLS

LEADERSHIP SKILLS

2006-2008 Librarian of SM Sains Miri, Sarawak

2009-2010 Prefect of SM Teknik Bintulu, Sarawak

2009-2010 Committee member of Kadet Remaja Sekolah

COMPUTER AND DEVICE HANDLING SKILLS

- Proficient with Microsoft Word, Excel, PowerPoint, Publisher, Movie Maker, Basic 267, Python, AutoCAD, Esteem 8, and GIS Arc.
- Skilled in handling Theodolite and Reflector.

LANGUAGE SKILLS

- Written and oral fluency in Malay.
- Proficient in spoken and written in English with Band 3 in MUET and grade A in SPM.
- Speak Mandarin at beginner level.

REFERENCES

Dr. Mohamad Idris Ali

Universiti Malaysia Pahang, Gambang

Tel: 095492294

Email: idrisali@ump.edu.my

George Siang Balan

Shared Materials & Services Organization (SMSO)

Tel: 086853477

Email: georgesiang@petronas.com.my