



INFO



Name

Shereen Anak Biru @ Tommy

Identification No.

930708 13 6124



Current Location

Kuching, Sarawak

Hometown / Address

Lot 679, Lorong 3, RPR Fasa 1,
Jalan Batu Biah, 98700
Limbang Sarawak



Contact

014 886 9334



Email

shereentommy@gmail.com



Driving License

Class D

LANGUAGES

Bahasa Melayu ● ● ● ● ●

English ● ● ● ● ●

REFERENCES

Elma Dewiyana Binti Ismail

Lecturer

Jabatan Ukur Bangunan, Fakulti Senibina,
Perancangan dan Ukur

Uitm Shah Alam

03-5544 4423

Muhammad Hafiz Bin Fathi

Assistant Design Engineer

CMS Road Sdn Bhd

019-669 5110

SHEREEN BIRU TOMMY

A fresh graduate seeking a position as a Building Surveyor, or a Quantity Surveyor, or in Construction Industry, or an Administrative Assistant, or a Secretarial/Bookkeeping or in Human Resources, with an organization where I can utilize my skills and contribute towards the company's growth.



Education

Jul 2017

Bachelor of Building Surveying (Hons), UiTM Shah Alam

CGPA: 2.83

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

Apr 2015

Diploma in Quantity Surveying, UiTM Sarawak

CGPA: 2.53 | MUET: Band 3

Dec 2010

Sijil Pelajaran Menengah (SPM)

Sek. Men. Kebangsaan Limbang, Sarawak



Professional Courses/ Program

Mar 2018

General / Administrative Clerk & Basic Of Secretary

*(Akademi
Utama)*

Kursus Kerani Am/Pembantu Tadbir & Asas Kesetiausahaan

Human Resources Management

Kursus Pengurusan Sumber Manusia

Microsoft Office Computing

Kursus Komputer Penggunaan Microsoft Office



Training Experience / Internship

Jan 2017

(1 month)

Majlis Daerah Limbang (MDL) Building Surveying Internship

Attending meeting, assisting in administrative and filing and studying previous and upcoming construction project.

Jul 2016

(1 month)

Megah Mahawangsa Sdn. Bhd (Kuching)

Building Surveying Internship

Organizing and preparing tender and contract documents including bills of quantities. Undertake cost analysis of project, prepare and analyse costings for tenders.

Nov 2013

(4 months)

Sarawak Economic Development Corporation (SEDC)

Quantity Surveying Internship

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.



Working & Voluntary Involvement

Feb 2018

(1 month)

Farley Supermarket (Part Time)

Position: Packer and assistant cashier

Feb 2015

(1 Year)

Golden Hornbill Drumline, UiTM Sarawak (Club)

Position: Manager

Jan 2011

(2 month)

Shine Video Entertainment (Part Time)

Position: Shop Assistant



Skills & Expertize

Bookkeeping



Personality



Basic Accounting



Team Work



Office & Clerical



Time Management



Secretarial



Adaptability



Ms. Word



Ms. Publisher



Ms. Excel



Ms. Access



Ms. Power Point



Adobe Illustrator

