



## 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

