

**TO WHOM IT MAY CONCERN,**

Dear Sir/Madam,

**APPLICATION FOR A JOB POSITION**

Referring to the above matter, I **Khairunnisa binti Ramli** would like to apply for a job position in your company. I am impressed by your organization success and would like to be a part of such a winning company. I just completed my degree in **Bachelor (Hons.) Construction Management in Universiti Teknologi MARA (UiTM)**. The course is not only provided me with a solid foundation in construction management as well as real-world business operations, but also equipped me with problem-solving skills.

2. From November 2011 until April 2012, I had completed my internship training in Homelite Development Sdn Bhd., a company focusing in property development, emphasizing on civil building construction, maintenance, as well as general civil engineering works. From the internship, I understand the high level of professionalism and communications are important for long term sustainability in business world. I am confident that the combination of practical work and solid education experiences has prepared me for an immediate contribution to your organization. I am also positive that the internship had vastly improved my technical knowledge skills and competencies to be a proficient employee.
3. My involvement in co-curricular activities organized by the university has sharpened my leadership skills, analytical thinking capability, being a team player and also the ability of working independently with a minimal supervision.
4. I look forward to being granted an interview as I feel there are great potential for my career development and an opportunity for me to contribute to your company. The enclosed resume provides more details of my skills and achievement track records. I can be reached by email at **nyssa0210@yahoo.com** or by phone, **013-8057171**.

Thanks you for your time and consideration. Your utmost consideration is highly appreciated.

Yours faithfully,

*Khairunnisa Ramli*

Khairunnisa binti Ramli

Construction Management,

Universiti Teknologi MARA Shah Alam.

Enclosure: Resume & Academic Mini Transcript

KHAIRUNNISA BINTI RAMLI

911002-13-5900

013-8057171

nyssa0210@yahoo.com

Lot 3460, Jalan Lotus 1, Kampung Luak,

98000, Miri, Sarawak.



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## 1. EDUCATION

UNIVERSITI TEKNOLOGI MARA (UITM) SHAH ALAM, SELANGOR

- BACHELOR OF SCIENCE (Hons.) CONSTRUCTION MANAGEMENT
- CGPA: 2.61

UNIVERSITI TEKNOLOGI MARA (UITM) KOTA SAMARAHAN, SARAWAK

- DIPLOMA IN BUILDING
- CGPA: 2.94
- GRADUATED ON NOVEMBER 2013

SEKOLAH MENENGAH SAINT COLUMBA MIRI, SARAWAK

- SIJIL PELAJARAN MALAYSIA (SPM)
- RESULT: 3B's , 3C's & 3D's
- 2008

## 2. WORK EXPERIENCE

HOMELITE DEVELOPMENT SDN. BHD., MIRI, SARAWAK

- Industrial Trainee
- November 2011- April 2012
- QA/QC Inspection on structural building for 5 storey apartment.

## 3. SKILLS

<u>Language</u>	<u>Spoken</u>	<u>Written</u>
• Malay	10/10	10/10
• English	8/10	10/10

### **Microsoft Office**

Ms Word, Ms Office Power Point, Ms Excel, Ms Project

### **Others:**

Primavera, Google Sketch Up

## 4. ACHIEVEMENT

<u>Description</u>	<u>Date Achieved</u>	<u>Details Academic:</u>
Dean List Award		
Semester 5	April 2012	Dean List
MUET	September 2014	Band 3

**Others:**

Lan Berambéh Anak Sarawak

(LBAS)	October 2015	Volunteer
CIOB Course	September 2014	Participant
CIDB Course		
(Green Card)	November 2011	Participant

**5. MOBILITY AND AVAILABILITY**

Mobility	Possessed Car Licence (Class D)
Availability	Anytime

**6. EXPECTED SALARY**

RM2, 600 (Negotiable)

**7. REFERENCES**

<u>Name</u>	<u>Designation</u>	<u>Contact Number</u>
Dr Emma Marinie		
bt Ahmad Zawawi	Head of Programme	019-2721076