

RESUME

NURHAFIYAHNURSYAZA BINTI MOHD NASIRUDDIN

LOT 1091 JALAN MUSRAN,
RANTAU PANJANG,
42100 KLANG,
SELANGOR DARUL EHSAN.



Telephone no.: 016-6556510
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PERSONAL PARTICULARS

Date of Birth : 28 January 1995
Marital Status : Single

Place of Birth : Selangor
Nationality : Malaysian

EDUCATION & KEY COMPETENCIES

June 2013 – April 2016

**Diploma in Quantity Surveying (CGPA : 3.06),
Polytechnic Sultan Azlan Shah**

- Estimating I & II
- Quantity Surveying Project
- Contract Administration
- Construction Technology I,II,III,IV
- Building Works Measurement I,II,III,IV & V
- Professional Practice I,II & III
- Building Services I & II
- Construction Economics
- Engineering Science
- Basic Engineering Surveying
- Occupational Safety and Health I & II
- Principle of Structure

2011 - 2012

SM Vokasional Setapak, 53300 Kuala Lumpur

- **SPM** with Distinctions in Bahasa Melayu, Building Materials and Construction Technology

WORK EXPERIENCE

May 2016 – Present

Worked as a Junior Quantity Surveyor for **Sumpitan Plantations Sdn. Bhd**, Kuala Lumpur
Project:



CADANGAN PEMBANGUNAN SEMULA PASAR JALAN RAJA BOT, KUALA LUMPUR DI ATAS LOT 1707 MUKIM KUALA LUMPUR, KUALA LUMPUR UNTUK TETUAN DEWAN BANDARAYA KUALA LUMPUR

Exposure gained :

- Taking Off quantities measurement
- Attend Site Valuation of works in progress for Interim Certificate
- Re-measurement at site
- Preparing of cost estimate
- Making and preparing site diary
- Obtain a quotation, liaise and negotiate with various suppliers and sub-contractors

Dec 2014 - April 2015

Practical Training at **AJ-CORP Sdn. Bhd.**, Damansara Construction Company

Exposure gained :

- Making calculation of quantities measurement for project Pembangunan Tapak Pelupusan Sisa Pepejal Sanitari, Tertak Batu, Marang, Terengganu & Cadangan Membina Dan Menyiapkan 72 Unit Rumah 2 Tingkat Yang Terdiri Daripada 44 Unit Rumah Dan 28 Unit Rumah Jenis Cantuman 4, Di Fasa 7, Laman 1, Bernam Jaya, Selangor Darul Ehsan
- Purchasing Order for material approval

Dec 2012 – June 2013

Worked as a General Clerk at **Imperial Properties**, Klang, Selangor.

EXTRA-CURRICULAR ACTIVITIES

2014

A member of Quantity Surveying Club. Participated in handling sport of the Quantity Surveying Club of Politeknik Sultan Azlan Shah

2013

Participated in Entrepreneurship Seminar Septic Tank of Politeknik Sultan Azlan Shah

2012

School Prefect of Vocasional School

SKILLS/STRENGTHS

- Proficient in **Microsoft Word, Power Point and Excel**
- Can work under pressure and meet tight deadlines
- Fluent in written Bahasa Malaysia and moderate in English
- Speak fluent Bahasa Malaysia and moderate in English
- Can read and understand Bahasa Malaysia

HONOURS & AWARDS

- Awarded as School Prefect
- Awarded for Construction Technology Certificate Skills
- Awarded for Building Materials Certificate Skills

OTHER INFORMATION

Driving License : D
Interests : Travelling
Availability for job : Immediately after notice period of 2 weeks
Current Salary : RM 2,500.00
Expected Salary : RM 2,700.00 (negotiable)

REFERENCE

The following persons have agreed to provide any additional information regarding my qualifications and character :

Mrs. Noorleeza Binti Mohammad
Academic Advisor
Politeknik Sultan Azlan Shah
35950 Behrang Ulu,
Perak Darul Ridzuan.
Tel : 012-3910541

Mrs. Suzana Binti Ismail
General Manager
AJ-CORP Sdn. Bhd.
19-2, Jalan Sepah Puteri 5/1B
Pusat Dagangan Seri Utama
Kota Damansara
47810, Petaling Jaya,
Selangor Darul Ehsan.
Tel : 019-2399231