

## **MOHD. HAFIZ ZAIMI BIN ZAIDAN**



### **OBJECTIVE**

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To obtain a position where I can maximize my multilayer of quantity surveying and management skills, and business development, training experience, customer service, and a successful track record in the civil and building construction field.

### **PROFILE**

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- A highly motivated and dedicated self-starter
- Bachelor Degree in Quantity Surveying (Hons) from Infrastructure University of Kuala Lumpur.
- Major strengths include strong leadership, excellent communication skills, dutiful respect for compliance in all regulated environment
- Dynamic team player with good analytical skills and sound academic background
- Thorough knowledge of current quantity surveying practices, and a clear vision to accomplish the company goals.
- Computer and internet literate.

### **PERSONAL PARTICULARS**

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Age: 23

D.O.B: 10 July 1993

Gender: Male

Marital Status: Single

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Taman Tuanku Jaafar,  
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Malaysia

## **EDUCATIONAL BACKGROUND**

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### **1. SIJIL PELAJARAN MALAYSIA (2010)**

- a) Institution: Sekolah Menengah Kebangsaan Taman Tuanku Jaafar

### **2. DIPLOMA IN QUANTITY SURVEYING (HONS) (2013)**

- a) Major : Quantity Surveying
- b) University : Infrastructure University of Kuala Lumpur

### **3. BACHELOR IN QUANTITY SURVEYING (HONS) (2016)**

- a) Major : Quantity Surveying
- b) University : Infrastructure University of Kuala Lumpur

## **EMPLOYMENT HISTORY**

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### **1. AEON, Seremban 2**

**Duration:** February 2011 to August 2011

**Position:** Sales Rep

**Responsibilities & Experiences:**

- Sell retail products, goods and services to customers.
- Work with customers to find what they want, create solutions and ensure a smooth sales process.
- Work to find new sales leads, through business directories and client referrals.

### **2. Pakatan Ukur Bahan Sdn. Bhd**

**Duration:** February 2013 to August 2013

**Position:** Intern (Diploma)

**Responsibilities & Experiences:**

- Prepare tender and contract documents, including bills of quantities with the architect and/or the client;
- Undertake cost analysis for repair and maintenance project work;
- Assist in establishing a client's requirements and undertake feasibility studies;
- Perform risk, value management and cost control;
- Advise on a procurement strategy;
- Identify, analyze and develop responses to commercial risks;
- Prepare and analyze costings for tenders;
- Allocate work to subcontractors;
- Provide advice on contractual claims;
- Analyze outcomes and write detailed progress reports;
- Value completed work and arrange payments;
- Maintain awareness of the different building contracts in current use;
- Understand the implications of health and safety regulations.

### 3. Perunding DMA Sdn. Bhd

**Duration:** June 2015 to November 2015

**Position:** Intern (Degree)

**Responsibilities & Experiences:**

- Preparation of contracts, including details regarding quantities of required materials
- On-going cost analysis of maintenance and repair work
- Feasibility studies of client requests
- Analyzing completed work and arranging payment to contractors
- Allocating upcoming work to contractors
- Site visits, assessments and projections for future work
- Requirements and prepare manufacturing specifications/parameters.

PROFESSIONAL ACCOMPLISHMENT	
YEAR	PROJECT DESCRIPTION
2010	School Representative in Basketball
2010	Vice President of Kadet Remaja Sekolah
2010	President of Kelab Adat Papatih.
2012	University Representative in Rugby
2013	Participate in Australia English Test (University New South Wales)
2013	Participate in site visit at SMART Tunnel
2013	Participate in site visit at Pahang Selangor Raw Water transfer Tunnel Project
2014	Runner-up in Innovative Creation by Faculty of Architecture and Built Environment
2015	Final Year Thesis – The Study of Upgrading Fourth Lane Plus Highway from Seremban to Nilai

### STRENGTH

- Enthusiastic, engaging and persuasive
- Hard worker, team-player and problem solver
- Excellent written and verbal skills
- Strong communications and public speaking skills
- A fast learner
- Familiar with the software stated :
  1. Microsoft software
  2. Internet & E-mails
  3. Good with numbers
  4. Good with Taking-off
  5. Familiar with Bills of Quantity
  6. Familiar with the PWD and PAM
  7. Familiar with SMM2

## **REFERENCES**

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### **NURDIANA BTE AZMI**

Program lecturer  
Unipark Suria,  
Jalan Ikram-Uniten,  
43000 Kajang, Selangor, Malaysia  
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### **ZAILAWATI BTE KHALED**

Program Lecturer  
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