

RESUME



PERSONAL DETAILS

Name	:	Zulkarnein bin Zulkifli
I/C No	:	790824-01-5205
Address	:	F-1-1, Blok F, Jalan PJS 8/9 Taman Seri Mentari 46150 Petaling Jaya Selangor Darul Ehsan
Contact Num.	:	016-6669214 (Mobile)
e-mail add.	:	aneinkin@yahoo.com
Age	:	38
Date Of Birth	:	24th August 1979
Nationality	:	Malaysia
Race	:	Malay
Religion	:	Islam
Martial Status	:	Married with 4 children
Spouse Name	:	Jehayah Bt Ali
Post	:	Clerk
Organization	:	Mentari Properties Sdn. Bhd., Bandar Sunway, PJ
Language	:	English, Malay
Expected Salary	:	RM 7,000
Availability	:	Immediately after notice period of 3 month(s)

EDUCATION BACKGROUND

Bachelor's Degree (Graduated in 2010)

Field of Study : Civil Engineering
Major : Bachelor of Engineering with Honours (Civil)
Institution/College : Universiti Teknologi Malaysia (UTM), Skudai, Johor Darul Takzim
Grade : CGPA 2.57

Diploma (Graduated in 2003)

Field of Study : Civil Engineering
Major : Diploma in Civil Engineering
Institution/College : Universiti Teknologi Mara (UiTM), Shah Alam, Selangor Darul Ehsan
Grade : CGPA 2.56

SKILLS

- Microsoft Office
- StaadPro
- Microsoft Project

TRANSFER SKILL

No	Year	Achievement	Institution
1	2017	Project Management Essentials	Project Management Academy
2	2014	Classic Assessment Skill	CIDB
3	2013	Contract Law for Property, Asset & Construction Personnel	Messrs James Monteiro Chooi & Company
4	2013	Project Management Fundamentals	Project Management Academy Sdn. Bhd.

EMPLOYMENT HISTORY

1. GLENMARIE PROPERTIES SDN BHD

Position : Senior Executive, Project
Specialization : Civil/ Structural / Construction Management
Industry : Construction / Building / Engineering

Duration : July 2012 – Present

Work Description :

- Assisting Project Manager in the day-to-day activities in managing building and infrastructure projects.
- Assisting Project Manager in the implementation, management and technical support of the project team or any new project as and when required.

- Planning and monitoring construction schedule to ensure progress according to schedule and ensure the project are delivered accurately and in a timely manner.
- Monitoring progress of work for all contractors (according to contract and specification) in given instruction.
- Monitoring progress of claim for all contractors/consultants (ensure that the claim certified according to the work done at site/mode of payment)
- Attending and conducting site progress meeting, CCM & special meeting
- Coordinating and correspondence with all parties involved.
- Resolving any issue, discrepancies, and quarry regarding the project.
- Preparing annual budget
- Preparing documentation for management approval such as variation order, approval to proceed and etc.

Projects:

- | | | |
|------|---|--|
| i. | Housing/Properties – 37 units bungalow (Glenmarie Gardens) –
Status: Completed | - 28 units super-link terrace (Glenmarie Villa) –
Status: Under planning; Pending award to Main Contractor |
| ii. | Showrooms/Workshop – Audi Showroom & Workshop (Sungai Besi) -
Status: Completed | - Volkswagen 3S Centre (Cheras) – Status: Under planning
- Volkswagen 3S Centre (Bayan Lepas) – Status: Under planning
- TATA 3S Centre (Selayang) – Status: Completed
- JEEP 3S Centre (Glenmarie) – Status: Completed
- AUDI 2S Centre (Sungai Besi) – Status: Completed |
| iii. | Factory – CTRM Autoclave Manufacturing (Batu Berendam) -
Status: Completed | - TNB 33kV Substation (Batu Berendam) -
Status: Completed |
| iv. | High rise - International University College of Automotive College Village (IUCAM) – Tower 3
Status: Completed | |
| v. | Housing/Properties – Proton City Development Corporation
104 Units of Cluster House (Tulips) - Completed
26 Units Semi-D (Maple) – In progress
21 Units Bungalow (Jasmine) – In progress | |

2. SYARIKAT PERUMAHAN NEGARA BERHAD

Position : Project Engineer
Specialization : Civil/ Structural / Construction Management
Industry : Construction / Building / Engineering
Duration : Nov 2010 – July 2012

Work Description :

- Assisting Project Manager in the day-to-day activities in managing building and infrastructure projects.
- Assisting Project Manager in the implementation, management and technical support of the project team or any new project as and when required.
- Planning and monitoring construction schedule to ensure progress according to schedule and ensure the project are delivered accurately and in a timely manner.
- Monitoring progress of work for all contractors (according to contract and specification) in given instruction.
- Monitoring progress of claim for all contractors/consultants (ensure that the claim certified according to the work done at site/mode of payment)
- Attending and conducting site progress meeting, CCM & special meeting
- Coordinating and correspondence with all parties involved.
- Resolving any issue, discrepancies, and quarry regarding the project.
- Preparing annual budget
- Preparing documentation for management approval such as variation order, approval to proceed and etc.

Duration : September 2005 – November 2010 (Assistant Project Engineer)

Work Description :

Assisting Senior Project Engineer in all project matters such as:

- Project planning and conducting feasibility studies (marketing & technically).
- Monitoring projects on pre-development and post-development stage.
- Preparing progress checklist to report status.
- Preparing budget monitoring and cash flow.
- Monitor progress of works, preparation of report, conduct meeting with contractor and consultant.
- Liaise with local authority, client and consultant and make sure progress of works follow the schedule and finish within contract duration.
- To process all the proposal submitted by contractor or propose for project Rumah Mampu Milik (RMM) all over Malaysia which is including scope of works of site visit for preliminary report, price negotiation, preliminary feasibility study and to prepare a presentation to convince to the board director for the advantage of the project.

3. Kingsmen Sdn. Bhd

Position : Project Supervisor
Specialization : Project Management / Architecture
Industry : Interior Design / Construction
Duration : April 2005–July 2005

Work Description :

- Ensuring all works at site, in every aspect, are carried out efficiently, effectively and in economic manner.
 - Coordinating works with suppliers, sub-contractors, consultants and clients that involve progress report, contractual claims and attending site meetings.
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4. Unibuilder Concept Sdn. Bhd

Position : Project Supervisor
Specialization : Architecture / Project Management
Industry : Interior Design / Construction
Duration : September 2004–January 2005

Work Description :

- Supervising and monitoring the design, supply and install of all type-demountable partition and ceiling system, passive fire protection system, acoustic treatment and aluminums works
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5. Syarikat Pembinaan Anggerik Sdn. Bhd

Position : Site Supervisor
Specialization : Civil/ Structural / Construction Management
Industry : Construction / Building / Engineering
Duration : August 2003–July 2004

Work Description:

- Planning and executing all works assigned and ensuring every aspect of the work is carried out and discharged in a responsible manner.
- Ensuring that all works at site in every aspect are carried out efficiently, effectively and in economic manner.
- Coordinating works with suppliers, Sub-Contractors, Consultants and clients that involved progress report, contractual claims and attending site meetings.
- Coordinating all works of site supervisors.
- Setting a good example of professionalism required in the practice to colleagues and fellow workers.

MISCELLANEOUS

Career Objective:

- Able to apply for the position of Senior Project Engineer / Executive in reputed organization where his knowledge and expertise area will use for the growth of industry.

Personal Strengths:

- End Result Oriented.
- Comfortable working independently or as a part of team.
- Manageable.
- Organized.
- Responsible

POINT OF INTEREST.

All Engineering Field	:-	Civil Construction, Site Management, Building Management including maintenance, Operating System and New Technology.
Activity	:-	Football, Futsal

SUNDRIES

Current Salaries	:-	RM 5613.00 (excluding allowance)
Expected Basic Salary	:-	RM 7000.00
Availability	:-	Immediately after notice period of 3 month(s)

REFERENCE

Elis Rofiza Musa

Project Manager
Rakyat Hartanah Sdn Bhd
Tel No: 019-2263896

Ainah Wong

Head of Human Capital
Seri Mutiara Development Sdn Bhd
Tel No: 03-83222000