

LIANA DHAMIRAH BINTI KAMARUDIN



PERSONAL PARTICULARS

Address	: 4-13-6, Apartment Desa Tasik, Jalan 2a/146 Sungai Besi 57000, Kuala Lumpur
Telephone	: 010 6600580 / 03 90580000
Email Address	: lianadhamirah@yahoo.com
Marital Status	: single
IC Number	: 920919-01-6940
Date of Birth	: 19 September 1992
Nationality	: Malaysian
Religions	: Islam

EDUCATION

September 2013 – Jan 2017	Politeknik Premier Sultan Salahuddin Abdul Aziz Shah, Shah Alam	Bachelor In Technology of Facilities Management with honor Current updated CGPA : 3.63
June 2010 – May 2013	Politeknik Sultan Abdul Halim Muadzam Shah Jitra Kedah	Diploma in Building Services Engineering CGPA :3.33
2008 - 2009	Sekolah Menengah Teknik Selangor Sungai Buloh, Selangor	Civil Engineering Sijil Pelajaran Malaysia(SPM) Distinctions in Bahasa Malaysia, Mathematics

WORK EXPERIENCE

April 2017 – Current	<p>Join the SL1M program under Khazanah Nasional Berhad</p> <ul style="list-style-type: none"> • Position as a Store Executive. • Prepared the list of product available. • Prepared the stock card for product in and out. • Record the product available and check quality of stock. • Prepared the report for any defect of product to the supervisor.
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Resume

Feb 2016 – Jan 2017 (1 year)	Work Based Learning (WBL) trainee in BUILDING MAINTENANCE SERVICES (BMES) SDN BHD <ul style="list-style-type: none">• Prepare yearly civil schedule for all works• Prepare technical report for any defect and incident cases• Attend safety committee meeting and team.• Conduct daily inspection and prepare Facilities Condition Assessment report• Perform practical test and presentation on the issue selected• Provide safety briefing and safety assessment.• Handle the CFM system complaint by customer.• Joint the internal audit ISO 9001:2008.
Feb 2015 – Jul 2015 (6 months)	Trainee at GLOBAL FACILITY MANAGEMENT (GFM) in SPIRIT AEROSYSTEM MALAYSIA SDN BHD <ul style="list-style-type: none">• Attend global facilities internal and external audit.• Attend meeting with senior manager and FM executive regarding contract issue• Joint the training related about the air conditioning system.• Join the operation and maintenance works.
Dis 2011 – May 2012 (6 months)	Trainee at PUSAT PERUBATAN UNIVERSITI KEBANGSAAN MALAYSIA. (PPUKM) <ul style="list-style-type: none">• Do daily maintenance such as replacing the broken bulb with the new one, services air conditioning, AHU,HVAC and others.• Supervises the contractor doing their work• Do the inspection and forensic to solve the problem or brakedown happen.• Can handle the helpdesk management and complaint by customer.
EXTRA CURRICULAR ACTIVITIES	
2013 - 2017	Politeknik Premier Sultan Salahuddin Abdul Aziz Shah <ul style="list-style-type: none">• Fasilitator for SK TTDi jaya• CSR committee for Pusat Perlindungan Haiwan, Putrajaya• Volunteer in beroga activities for syria.• Urusetia Festival Kesenian Islam PSA.• Volunteer CSR in Program Bersama Komuniti 2015.• Certificate silver award in Facilities Management Proect (FMP) EXPO 2017.
2010-2013	Politeknik Sultan Abdul Halim Muadzam Shah <ul style="list-style-type: none">• Joint and got the certificate bronze price in the international engineering invention innovation exhibition (i- ENVEX 2013)
2005-2008	SMK SUNGAI BESI <ul style="list-style-type: none">• Persatuan Bulan Sabit Merah (PBSM)

Resume

2008-2009	SMT SELANGOR SUNGAI BULOH	<ul style="list-style-type: none">• School Prefects• Pengakap• Joint magazine inc, the star in state level.
SKILLS, COMPETENCY & STRENGTHS		
<ul style="list-style-type: none">• Proficient in Microsoft Office Word, Power Point and Excel, CFM System• Speak and write fluent Bahasa Malaysia and English.• Energetic, dependable and fast learner.• Respectable and honourary.• Always punctual in related activities.		
HONOURS & AWARDS		
<ul style="list-style-type: none">• Receive Bronze award and certificates for i-ENVEX and MIYIO 2013.• Receive Silver award and certificates for Facility Management Research Project Exposition• Receive certificates for best performance in industrial training at firm.		
OTHER INFORMATION		
<ul style="list-style-type: none">- I enjoy travelling and meeting people very much.- My other interests are listening to music and surfing the internet.- I nice to meet a people.- Good in communications.		
REFERENCES		
<p>The following persons have agreed to provide any additional information regarding my qualifications and character:</p>		
Encik Muhd Khairil Adha, Facility Manager BMES SDN BHD, UiTM Kampus Seremban 3 , 70300 Seremban, Negeri Sembilan, Malaysia Tel :011-27012594 Email: khairiladli@gmail.com		Puan Fatiah, Facility Executive BMES SDN BHD, UiTM Kampus Seremban 3 , 70300 Seremban, Negeri Sembilan, Malaysia Tel : 019-6703443

Resume