

Malini Binti Rajie

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About Me

I am looking for a position where I can improve my self in any field and I am dedicated team player who can be relied upon to help the company achieve its goals. Besides, I love both teaching and learn something new in order to improve myself.

Education

- 2015-2017** **MS IN ENVIRONMENTAL ENGINEERING**
Universiti Teknologi MARA (UiTM)
- 2009-2013** **BSC OF CIVIL ENGINEERING WITH ENVIRONMETAL**
Universiti Malaysia Pahang (UMP)

Experience

Apr – Aug
2015

CUSTOMER SERVICE ASSISTANT

Offshore-CPI Supply Sdn Bhd
Subang Jaya, Selangor

- Prepared quotation according customer inquiries
- Follow up and monitored the quotations status
- Sourced the product (Search the supplier for product request by customer)
- Prepared sale reports and updating with sales

Jan – Apr
2015

QUANTITY SURVEYOR

Bukit Jementah Sdn Bhd
Klang, Selangor

- Prepared estimation of material needed for the project based on tender or drawing
- Prepared progress claim based on the site progression report and to be submitted to the main contractor
- Liaise with the Main contractor Quantity Surveyor for the Certificate, payment and any work related to the contract Department.

Aug – Oct
2014

SCIENCE TEACHER (GURU GANTI)

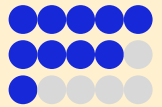
SMK Asajaya
Samarahan, Sarawak

- Taught science subject for Form 2 (2 classes) and form 3 (2 classes)
- Prepared the Daily Teaching Record (RPH) before coming to the class
- Prepared & marked the examination paper

Skills & Proficiency

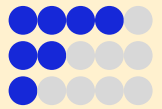
LANGUAGE

Bahasa Melayu
English
Japanese



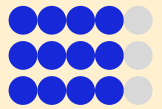
COMPUTERS

MS Office
Autocad
Computer Programming



PERSONAL

Cooperative
Hardworking
Responsible



Research/Thesis

- 2016-2017** Citrus Waste Leachate Treatment by Using Newly Developed Flat Sheet Membrane
- 2012-2013** The Effect of pH Adjustment Using Limestone and Activated Carbon in MAP Precipitation Method

Referee

ASSOC. PROF. DR. RAMLAH BT MOHD TAJUDDIN

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Faculty of Civil Engineering,
Universiti Teknologi Mara (UiTM),
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UMAR ABDUL AZIZ BIN MUHAMMAD RADZI

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