Fresh Graduate

SHEREEN BIRU TOMMY Willing to learn, able to adapt to new or any environment, great in teamwork, friendly, love to smile, responsible, self-motivation, punctual and well presented.



Personal Info

Phone

014 886 9334

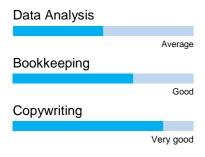
E-mail

shereentommy@gmail.com

Address

LOT 679, Lorong 3 RPR Fasa 1 Jalan Batu Biah Limbang, 98700

Hard Skills



Soft Skills



Good

Experience (Internship Practical Training)

Jan - Feb 2017 Majlis Daerah Limbang (MDL)

Practical Training for Bachelor Degree in Building Surveying

- Preparing meeting minute
- Doing administrative task
- Taking pictures of upcoming project location

Megah Mahawangsa Sdn. Bhd (Kuching) Jul - Aug 2016

Practical Training for Bachelor Degree in Building Surveying

- Organising and preparing tender and contract documents including bills of quantities
- Undertake cost analysis of the project, prepare and analyse costings for tenders Administrative task

Nov 2013 - Mar 2014

Sarawak Economic Development Corporotian (SEDC)

Practical Training for Diploma in Quantity Surveying

- Preparing tender and contract documents including bills of
- Determine the condition of existing buildings, identify and analyse defects, inspect and monitoring the deterioration or defects of a

Education

Degree in Building Surveying, UiTM Shah Alam **July 2017**

- CGPA: 2.83
- Thesis: The Practice Of Waste Collecting System At Residential Area In Shah Alam

April 2015 Diploma in Quantity Surveying, UiTM Sarawak

- CGPA: 2.53
- MUET: Band 3

December 2010 SMK Limbang (SPM: Science Stream)

- Bahasa Malaysia (B), English (D), Mathematics (A), Morale (B+),
- Biology (C+), Additional Maths (C), Chemistry (D), Physic (E)

Academic Involvement

Mei 2016 Kem Rejimen Askar Melayu Diraja (RAMD) Johor

- Refurbishment and conservation study project of RAMD dining
- Building damages inspection, costing for refurbishment.
- Proposing alternative building design, material and costing.

April 2016 Marang Jetty, Terengganu

- Refurbishment project for Marang Jetty
- Proposing ideas for landscaping, new building and shops to attract more tourist

Additional Activities

Feb - Sep 2015 Golden Hornbill Drumline, UiTM Sarawak

Marching Percussion Group

Position: Manager

- Managing the group in preparing for their annual competition.
- Doing budget proposal
- Accommodation request, flight booking, updating of treasury
- Liaising with event organizer for the group welfare and logistic

Jan - Feb 2011 Shine Video Entertainment (Disc Shop)

Position: Shop Assistant

- Consult, giving recommendation, promote and sell merchandise to customer
- Achieve sales target
- Establish a good relationship with customers and other employee