

FARZANA BINTI ABDUL SAMAD



CONTACT ME

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10, Taman Pertama,
Sungai Abong, 84000
Muar, Johor

SKILLS

- Proficient in Microsoft Office
- Capable to handle phone calls and face to face customers
- Beginner in using AutoCADD, Adobe Photoshop

STRENGTHS

- Believe & confidence to do task given.
- Well self-discipline and responsible with task given.
- Ability to work under pressure and meet tight deadlines.
- Maximum cooperation in team effort.

LANGUAGE

- Malay
- English

REFERENCES

MADAM SITI SALWANA BINTI MD NAWAYAI

Academic Advisor in
Politeknik Sultan Salahuddin
Abdul Aziz Shah (PSA).Persiaran
Usahawan, Seksyen U1, 40150
Shah Alam, Selangor.
Mobile: +6012 678 1238

MR KHAIRIL ADLI BIN ZAINAL

Facility Manager
BMES MAINTENANCE
SERVICES SDN BHD,
UiTM Campus Seremban 3,
Seremban, Negeri Sembilan
Mobile: +6011 2701 2594

MR ISMAIL BIN FADLI

Manager
MZ CREATIVE STATION,
Taman Damai, Jalan Damai 1,
Sungai Abong, 84000 Muar,
Johor
Mobile: +6017 911 2497

WORK EXPERIENCE

Feb 2016 – Feb 2017

Work Based Learning (WBL)
trainee in BMES MAINTENANCE
SERVICES SDN BHD.

Exposure gained:

- Conducting condition survey and audit for civil and structure and inventory
- Plant preventive maintenance and work order management
- Testing fire preventive systems in Campus
- Prepare technical report for systems and equipment malfunction
- Public relations with client and out-source contractors
- Assist technician in repairing and maintaining service systems
- Taking part in monthly and weekly reports

Feb 2015 - July 2015

Industrial Training in DRB-HICOM
ENVIRONMENTAL SERVICES
SDN.BHD.

Exposure gained:

- Conducting condition survey and audit for civil and structure and inventory
- Set up site documentations, equipments and office requirements
- Preparing monthly progress reports for ACMV, Cleaning and Landscaping

- Prepared work schedule for daily, weekly and monthly activities in cleaning services
- Public relations with client and out-source contractors
- Assist technician in repairing and maintaining service systems

March 2012 - July 2013

Senior Production and Admin at
MZ CREATIVE STATION

Exposure gained:

- Public relations with client and suppliers
- Preparing production workers schedule
- Quality Control and inspections for advertising works and productions
- Orders and prepare equipments and tools for office and production
- Conducting inspection and testing purchasing products

EDUCATION

Sept 2013 – Feb 2017

Bachelor of Technology in
Facility Management with
Honours.
Politeknik Sultan Salahuddin
Abdul Aziz Shah (PSA).
Dean's list (GPA : 3.75)
(CGPA : 3.37)

Nov 2011

Diploma in Building Services
Engineering
Politeknik Sultan Abdul Halim
Mu'adzam Shah (POLIMAS).
(CGPA: 3.17)

June 2009

Certificate in Building Services
Engineering
Politeknik Sultan Salahuddin
Abdul Aziz Shah (PSA).
(CGPA: 3.21)

Dec 2006

SIJIL PELAJARAN MALAYSIA
(SPM) in Civil Engineering
Sekolah Menengah Teknik Muar,
Muar, Johor.