

Awatif binti Mohd Radzi,
2290 Lorong Masjid Kg Alma,
Mukim 14,
14000 Bukit Mertajam,
Pulau Pinang.

+6019-5121897

Dear Sir/Madame

Job Application

Referring to the above, I am Awatif binti Mohd Radzi interested in pursuing an associate position in your company. I studies in Bachelor Degree in Construction Management (Hons) at UITM Shah Alam, Selangor Darul Ehsan.

I am truly hoped that with my academic qualifications would secure me a position in your company as I am confident that I am well suited.

I am able to work exceptionally well under pressure and I am willing to work extra hours to finish any important task that I am a committed and responsible person who will give full commitment in the task given to me.

With this application letter, I attach herewith my resume for your full consideration. Thank you for taking time to review my application and I am looking forward to your reply so that we can further discuss my application.

Thanking you in advance for your time.

Yours sincerely,

Awatif binti Mohd Radzi

(920118-07-5000)

AWATIF BINTI MOHD RADZI

Phone : 019-5121897

Email : awatif.azora@gmail.com

Address : No 2290 Lorong Masjid Kg.Alma

Mukim14,14000 Bukit Mertajam, Pulau Pinang.



PERSONAL PROFILE

Age : 25 years
Date of birth : 18TH JANUARY 1992
Place of birth : Pulau Pinang
I/C No. : 920118-07-5000
Marital status : Single
Health : Excellent
Availability : Immediately
Driving License: B2 &D

WORKING EXPERIENCES

Company :

PEJABAT PERGIGIAN DAERAH SEBERANG PERAI TENGAH

Position : Pekerja Sambilan Harian

Year : Julai 2016– Recent

Location : Kubang Semang,Pulau Pinang

Company :

NG FLORAL & SERVICES SDN BHD

Position : Landscape Designer

Year : December 2015–March 2016

Location : Bukit Mertajam,Pulau Pinang

Company :

IMAGE FAÇADE CONSTRUCTION SDN BHD

Position : Trainee

Year : May 2012 – October 2012

Location : Bayan Baru, Pulau Pinang

EDUCATIONAL BACKGROUND

Tertiary education

Bachelor of (Science) Construction Management

Universiti Teknologi MARA Shah Alam (2013 – 2016)

(CGPA: 3.05)

Diploma of Building

Universiti Teknologi MARA Perak (2010 – 2013)

(CGPA: 3.19)

Malaysia Certificate of Education (SPM)

Sekolah Menengah Sains Sultan Mohamad Jiwa

(2005 - 2009)

PROJECTS

- Dissertation (Degree) "The Factors Influence Plumber To Get Involve In Construction Industry" (2016)
- Laporan Praktikal (Diploma) "Cara Penanaman 'Spun Pile'" (2013)
- Final Year Project (Diploma) "Cadangan Meroboh dan Membina Semula Dewan Orang Ramai di Seri Iskandar, Perak" Process of Completing Tender (2013)

SUBJECT TAKEN

Diploma

- Building Construction
- Building Science
- Building Services
- Construction Law
- Structure
- Site Surveying
- Site Management
- Builders quantities & Estimating
- Building Economics
- Occupational Safety & Health

Degree

- Project Planning and Control
- Builders Quantity & Estimating
- Construction Technology
- Project Evaluation & Development
- Property Management
- Management in Construction
- Contract Management
- Cost & Management Accounting
- Building Services Science & Engineering
- Construction Law
- Construction Economics
- Environmental Construction Systems & Analysis

Proficient in MS Office (Microsoft Word, Microsoft Excel, Microsoft Power Point), Primavera and Microsoft Project also

Design Software : Autocad

Language : Fluent in Malay, intermediate English, little bit Mandarin

REFERENCES

Mrs Aimi Ashikin
Lecture,

Universiti Teknologi MARA
Shah Alam,
40000 Shah Alam, Selangor

+6019-3004852

Mrs Nuralina Che Din
Accountant ,W29

Pejabat Pergigian Daerah,
Seberang Perai Tengah,
14400 Kubang Semang,
Pulau Pinang.

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