



## AWATIF BINTI MOHD RADZI

### Objective

To obtain a challenging and responsible position where i can contribute the best of my skills and efforts to share my knowledge and gain more knowledge and experiences

### Contact Information

Address : 2290 Lorong Masjid Kg. Alma Mukim 14,14000 Bukit Mertajam

Pulau Pinang

Mobile Phone : 019 – 5121897

Email : [awatif.azora@gmail.com](mailto:awatif.azora@gmail.com)

### Personal Particulars

Marital Status : Single  
Date Of Birth : 18<sup>th</sup> January 1992  
Age : 23 Years

NRIC : 920118-07-5000  
Gender : Female  
Religion : Islam  
Nationality : Malaysian

### Expected Salary

RM 2000 – RM 2500 (Negotiate)

## Education Background

- 2013 – 2015 : Bachelor Of (Science) Construction Management  
University Technology Mara (Uitm), Shah Alam.  
CGPA : 3.08
- 2010 – 2013 : Diploma In Building  
University Technology Mara (Uitm), Sri Iskandar Perak.  
CGPA : 3.19
- 2005 – 2009 : Sijil Pelajaran Malaysia (SPM)  
Penilaian Menengah Rendah ( PMR )  
Sekolah Menengah Sains Sultan Mohamad Jiwa, Sungai Petani Kedah  
SPM : Achieved 3A 1B 6C 1D  
PMR : Achieved 7A 1B
- 1999 – 2004 : Ujian Penilaian Sekolah Rendah ( UPSR)  
Sekolah Kebangsaan Permatang Tiong, Kulim Kedah.  
Achieved 5As

## Skills and Abilities

- Language : Fluent in written and spoken Malay and English
- Social skill : Communication, leardership and teamwork skills have been achieved through involvement with many technical presentations, assignments and a large number of group discussions and projects.

## Personal Strength

- Have a qualities of leadership and management.
- Self-motivated, brave,outstanding, enthusiastic and good listener.
- Positive, creative thinker and flexible
- Dedicated, well discipline
- Active and prefer outdoor activities ( hiking, traveling)

## Experience

Oct 2015 - Nov2015  
(1 months )

### Part Time Administrative Assistant

UNIVERSITI ISLAM ANTARABANGSA (UIA) | SELANGOR, Malaysia

Role

Administrative Assistant

May 2012 - Oct 2012  
(5 months )

### **Internship Student**

IMAGE FACADE CONSTRUCTION SDN BHD | Penang, Malaysia

Industry	Construction / Building / Engineering
Specialization	Engineering - Civil/Construction/Structural
Role	Contracts Management

### **Subject Taken During Studies**

Degree :

1. Construction Technology
2. Project Management
3. Management In Construction
4. Contract Management
5. Property Management
6. Project Planning And Control
7. Builders Quantities And Estimating

Diploma :

1. Building Construction
1. Building Services
2. Building Science
3. Site Surveying
4. Building Estimating & Bill Quantities

### **Reference**

Madam Aimi Asikin  
Lecture  
Faculty of Architecture, Planning and Surveying

UiTM Shah Alam  
40450 Shah Alam, Selangor, Malaysia

No.Tel 019-3004852