

# CURRICULAR VITAE



## 1. PERSONAL DETAILS

Name	: Noor Fattieha Binti Bahador	Race	: Malay
I/C Number	: 900113-13-6822	Nationality	: Malaysian
Permanent Add	: No 296, Jalan Kemboja 24, Bandar Aman Jaya, 08000 Sungai Petani, Kedah Darul Aman.	Marital Status	: Marriage
Mobile phone	: 019-4180811	Gender	: Female
Email address	: <a href="mailto:fattieha90@gmail.com">fattieha90@gmail.com</a>	Expected salary	: RM2500

## 2. EDUCATIONAL BACKGROUND

- a) UiTM Shah Alam, Shah Alam, Selangor  
: Bachelor in Building Surveying (HONs)  
: 2010-2012  
: Result CGPA (3.25)
- b) UiTM Campus Seri Iskandar, Bota, Perak  
: 2008-2010  
: Diploma in Building Surveying - Get into Bachelor of Building Surveying after part 3 (fast track student)  
: Result CGPA (3.15)
- b) Sekolah Menengah Teknik Tunku Abdul Rahman, Georgetown, Penang  
: 2006-2007  
: SPM (6A, 3C, 1D)
- c) Sekolah Menengah Kebangsaan Tun Sharifah Rodziah, Alor Setar, Kedah  
: 2003-2005  
: PMR ( 3A, 5B, 1D)
- e) Sekolah Kebangsaan Teluk Kechai, Alor Setar, Kedah  
: 1999-2002  
: UPSR ( 4A, 1B)

### 3. WORKING EXPERIENCES

**1. Erra Daya Services Sdn Bhd**  
**Practical student**

Employment: 15 April 2011 - 30 Jun 2011

Task : 1) Understanding and knowing tender content for apartment  
2) Condition survey and report  
3) Repairing works  
4) Knowing the complaints procedure and process

**2. Aimakon Sdn Bhd**  
**Practical student**

Employment : 22 January 2012 - 23 February 2012

Task : 1) Material estimating  
2) Key in data  
3) Make purchase order

**3. AEON Bukit Raja**  
**Promoter**

Employment : January 2011 - November 2012

Task: 1) Service customer  
2) Promote latest model and popular shoes  
3) Promote suitable shoes for working/pregnant woman/etc

**4. IMC Holding (Malaysia) Sdn Bhd**  
**Tenant Services Officer.**

Employment : 27 January 2013 - 13 Jun 2013

Task: 1) E-filling and documentation  
2) Office supply procurement  
3) Help desk system  
4) Tenant notice and invoice distribution  
5) Critical date or task tracking  
6) Building drawing management  
7) Tenant document and work permits  
8) Stock or warehouse control  
9) Overtime and leave compilation  
10) ISO document control  
11) Monthly data collection and reports  
12) Purchase order management

**5. JFF Associates Sdn Bhd**  
**Property Executive.**

Employment : 16 June 2013 - 28 February 2017

Task: (Mobile staff)

- 1) E-filling and documentation (Admin work)
- 2) Preparation of payment request for service provider
- 3) UBS System & CSS system (Issue receipt, tracking payments and Invoicing)
- 4) Resident's notice and invoice distribution
- 5) Critical date or task tracking
- 6) Handle complaints from tenants and owner
- 7) Work permits and handle renovation (briefing, documentation & inspection)
- 8) Sub sale procedure
- 9) Daily collection & bank recon
- 10) Called or email to update owner's outstanding
- 11) Maintain office stock
- 12) Issue and control of access card
- 13) Keep track of owner's payment
- 14) Preparation of purchase order
- 15) Delivery of vacant possession
- 16) Renovation application and process
- 17) Responsible to set up site & office (for new site)
- 18) Temporary / standby for building manager position in absent Of building manager
- 19) Attend technical training (BAS, Fire fighting, Electrical, etc)

Site taken care:

- 1) CBD Perdana 2, Cyberjaya (Shop lot)  
- Operation, admin & account (UBS/CSS)
- 2) Sri Murni Condominium (Residential - 8 months)  
- Operation, admin & account (UBS)
- 3) CBD Perdana 3, Cyberjaya (Shops lot)  
- Operation, admin & account (CSS)
- 4) Summerglades (Bungalow lots)
- 5) Perdana Lakesview, Cyberjaya (Bungalow lots)  
- Account (CSS)
- 6) Ayer 8, Putrajaya (Shop lots)  
- Account (CSS)

#### 4. COURSES

- Attended Malaysia Building Surveying Academic Carnival 2010 on 30 September 2010 at Dewan Seri Iskandar UiTM Perak.
- Attended “Kursus pengurusan strata 2015- Amalan pengurusan dan penyenggaraan bangunan terbaik” by DBKL.
- Kursus pengurusan strata 2015 by DBKL.

#### 5. INTEREST

- Reading.
- Sport activities.
- Travel
- Singing

#### 6. INVOLVEMENT / ACTIVITIES

##### **UiTM Shah Alam**

- Represent Anggerik College and Building Surveying Department as ‘futsal’ player for the competition between college and competition between Faculty of Architecture, Planning and Surveying.
- Student member of The Institution of Surveyors, Malaysia.

##### **UiTM Perak**

- Committee member of FIESTA ‘08DE’ FUTBOL DAN FIESTA ‘08DE FUTSAL on 31 Julai 2008 to 03 Ogos 2008.
- Joined Tropical Outdoor Pursuit Central ‘Ekspedisi Berkayak di Tasik Raban, Lenggong, Perak Sempena Bulan Kualiti UiTm Perak 2008 18km’ on 17 January 2009

##### **Sekolah Menengah Teknik Tunku Abdul Rahman Putra**

- Represent SMTTAR for MSSD Hurdles competition. 2007
- Leader of co curriculum unit for editorial board. 2007

##### **Sekolah Kebangsaan Telok Kechai**

- Represent SKTK for MSSD Hurdles competition. 2002

## 7. RELEVANT SKILLS

- Posses driving licenses - B2 / D and possess own vehicle(motor & car)
- Able to communicate moderately in Oral/ Written both in Bahasa Melayu and English.
- Computer Literacy ( Microsoft Word, Power Point, Excel, Publisher, etc).
- Knowledge in software Packages ( Autocad and Internet Explorer ).
- Able to work independently and In-teams.
- Able to work under pressure.
- Able to work for long hour and overtime.
- Considerable interpersonal skills.
- Willing to learn new knowledge in order to fulfill jobs requirement.
- Fast learner.
- Able to read plan.

## 8. REFEREES

1. En. Md.Nadzari Mohd Jalil, *Lecturer*  
*UiTM Shah Alam,*  
Building Surveying Department,  
40450 Shah Alam,  
Selangor Darul Ehsan.  
Contact Number : 019-2954737

2. En. Junaidi Jantan, Facility manager  
Erra Daya Services Sdn Bhd,  
47500 Subang Jaya,  
Selangor.  
Contact Number: 019-2298876

3. Md Khadzir Md Radzi  
Aimakon Sdn Bhd,  
No 16 Lorong Laksamana  
Jalan Teluk Wanjah,  
05200 Alor Setar,  
Kedah  
Contact Number: 04-735 2901 / 04-7352905 / 04-735 2877

4. Alfred, Building manager  
IMC Holdings (M) Sdn Bhd  
Menara IMC, No.8, Jalan Sultan Ismail,  
50250 Kuala Lumpur  
Contact Number : 03-2031 7848

5. Ms Sabiha, Building Manager  
JFF Associates Sdn Bhd  
Suite B-8-13, Megan Avenue II,  
Jalan Yap Kwan Seng,  
50450 Kuala Lumpur.  
Contact Number : 016-630 6008

## APPENDIX

### **SCOPE OF WORK.**

Below is my scope of work for Bachelor in Building Surveying (HONs) student which I hope your esteem organization could provide the necessary arrangement work for me:

1. Building Control
  - Plan security and legislative requirements in issuing building approval
  - Inspection of building work during construction
  - Enforcement and coordinating of building work compliance by act & statutory
  - Issuing Certificate of Fitness
2. Management And Maintenance Of Building
  - Day to day and comprehensive program of planned repair, renewed maintenance
  - Repair negotiation and dilapidation advice
  - Manage refurbishment contract throughout to completion
  - Supervision on Building Service Installation plumbing, electrical and air condition
3. Building Works and Appraisals
  - Structure and condition survey
  - Preparation of structural and condition report
  - Alteration and renovation of building works
  - Preparation of plan drawings
  - Taking off quantities and estimating
4. Development And Construction Management
  - Project/Site Meeting
  - Site Supervision including quality control of works and materials
  - Taking off quantities and estimating.
  - Preparation and checking of plan drawings.
  - Advice on all aspect of scheme from feasibility's studies, contract administration to monitoring construction works (new construction works as well as existing premises)
  - Coordination and negotiation of Consultants
5. Insurance
  - Assessment and negotiation of claims for fire and other related property management matter.