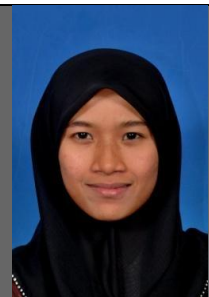


RESUME

SITI FATIMAH BINTI ABDUL RAZAK



ADDRESS	<ul style="list-style-type: none">No. 201 Jalan Lawang, Sg. Tapah, 30020 Ipoh Perak Darul Ridzuan																												
HAND PHONE NO	<ul style="list-style-type: none">018-356 7200/ 012-692 7200																												
E-mail	<ul style="list-style-type: none">sitifatimah89iman@gmail.com																												
NRIC	<ul style="list-style-type: none">890331-05-5370																												
SEX/MARITAL STATUS	<ul style="list-style-type: none">Female/ Married																												
RACE/RELIGION	<ul style="list-style-type: none">Malay/Islam																												
NATIONALITY	<ul style="list-style-type: none">Malaysian																												
DATE OF BIRTH	<ul style="list-style-type: none">31 MARCH, 1989																												
EDUCATION AND QUALIFICATION	<ul style="list-style-type: none">Master of Management, Universiti Sultan Azlan Shah : January 2016 - currentBachelor Of Engineering (Hons) Civil, Universiti Teknologi Mara, Shah Alam : 2013 (CGPA: 3.01)Diploma In Civil Engineering, Universiti Teknologi Mara, Arau, Perlis : 2010 (CGPA: 3.31)SPM, Sek. Men Sains Raja Tun Azlan Shah, Taiping : 2005-2006 <table><thead><tr><th>Subject title</th><th>Grade</th><th>Subject title</th><th>Grade</th></tr></thead><tbody><tr><td>Malay Language</td><td>2A</td><td>Engineering Drawing</td><td>1A</td></tr><tr><td>English Language</td><td>4B</td><td>Chemistry</td><td>6C</td></tr><tr><td>History</td><td>2A</td><td>Physics</td><td>6C</td></tr><tr><td>Islamic Education</td><td>1A</td><td>Additional Mathematics</td><td>6C</td></tr><tr><td>Mathematics</td><td>3B</td><td>Engineering Technology</td><td>4B</td></tr><tr><td>English For Science and Technology</td><td>6C</td><td></td><td></td></tr></tbody></table>	Subject title	Grade	Subject title	Grade	Malay Language	2A	Engineering Drawing	1A	English Language	4B	Chemistry	6C	History	2A	Physics	6C	Islamic Education	1A	Additional Mathematics	6C	Mathematics	3B	Engineering Technology	4B	English For Science and Technology	6C		
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English Language	4B	Chemistry	6C																										
History	2A	Physics	6C																										
Islamic Education	1A	Additional Mathematics	6C																										
Mathematics	3B	Engineering Technology	4B																										
English For Science and Technology	6C																												

	PMR, Sek. Men Tarcisian Convent, Ipoh : 2004 (Grade: 8A)
PROFESSIONAL AFFILIATION	<ul style="list-style-type: none"> Certificate Graduate Engineer from Board Of Engineers, Malaysia. (No : 88050A)
LANGUAGE	<ul style="list-style-type: none"> Bahasa Malaysia Bahasa Inggeris
SEMINARS / COURSES ATTENDED	1. Seminar On "MSMA Requirement & Local Authority Submission". Date : 26 th of June 2014 Venue : JPS Auditorium, Ampang Oleh : JPS, MSO & BEM
HONOR/ AWARD	<ul style="list-style-type: none"> Honoras Graduate Engineer from Board of Engineers Malaysia (BEM) Dean list award for semester 3,5&6 (Diploma in Civil Engineering) Pelajar PMR 2004 (8A)

GENERAL SKILLS & COMPUTERS			
LANGUAGE PROFICIENCY	Language	Written	Spoken
	Bahasa Melayu	Excellent	Excellent
	English	Good	Good
	Mandarin	Basic	Basic
COMPUTER SKILLS	Microsoft Office (Word,Excel,Powerpoint)		Excellent
	LoopVersion 5		Excellent
	MiTS(InfraApplication)		Excellent
	AutoCAD (Version2007 &2013)		Good
	Microsoft Project		Good
	LUSAS		Good
	MATLAB		Good
	Esteem (Version 7.0 and 8.0)		Good
ACADEMIC COURSES	<ul style="list-style-type: none"> Engineering Survey Waste water Engineering Construction Management 		

- Highway and Traffic Engineering
- Civil Engineering
- Bill of Quantities
- Soil Engineering
- Concrete
- Building Services

WORK EXPERIENCES

CAREER HISTORY

CIVIL ENGINEER, PUSAKA RUNDING SDN. BHD. 2013-PRESENT

Design infrastructure work (earthwork, road and drainage, sewerage and water supply). Liaise with all necessary clients especially Municipal Council, Authorities and Government Agencies to get the approval. Responsible for the management, implementation & supervision of projects in Perak:

1. Cadangan Pembangunan/Menaik taraf Persisiran Sayong, Kepada Sayong Resort (37 Unit Bilik Tidur) Mukim Sayong Kuala Kangsar, Perak Darul Ridzuan.
2. Permohonan Kebenaran Merancang Bagi Pembangunan Bercampur Yang Mengandungi 14 Unit Rumah Banglo, 50 Unit Rumah Berkembar, Sebuah Rumah Kelab Dan Sebuah Pusat Komersil Di Atas Lot Plot 18f Parcel D2, Mukim Hulu Kinta, Daerah Kinta, Perak Darul Ridzuan (Untuk : ACG LAND)
3. Cadangan Membina Dan Menyiapkan Sebuah Blok Pentadbiran 2 Tingkat Dan Kerja-Kerja Berkaitan Di Atas Sebahagian Lot 981, Ikpk Risda Padang Rengas, Mukim Kampung Buaya, Daerah Kuala Kangsar, Perak Darul Ridzuan (Untuk : RISDA)
4. Cadangan Membina Sebuah Bangunan Pejabat Satu Tingkat Di Atas Lot 568 dan 569, Mukim Bandar Tapah, Daerah Batang Padang, Perak Darul Ridzuan. (Untuk : Majlis Agama Dan 'Adat Melayu Perak Daerah Bt. Gajah)
5. Cadangan Membina Sebuah Bangunan Pejabat Satu Tingkat Di Atas Lot 29684, Mukim Batu Gajah, Daerah Kinta, Perak Darul Ridzuan. (Untuk : Majlis Agama Dan 'Adat Melayu Perak Daerah Tapah)
6. Cadangan Pembangunan Kedai Desa Dan Gerai Desa (Di Bawah Program Pembangunan Pekan Kecil Negeri Perak) Pekan Kecil Batu Masjid, Temoh Di Atas Tanah Kerajaan (Sebahagian Lot 9562) Seluas 1.37 Ekar, Mukim

Chenderiang, Daerah Batang Padang, Perak Darul Ridzuan.
(Untuk : Perbadanan Kemajuan Negeri Perak)

7. Cadangan Pembangunan Kedai Desa Dan Gerai Desa (Di Bawah Program Pembangunan Pekan Kecil Negeri Perak) Pekan Manong, Di Atas Tanah Kerajaan (Sebahagian Lot 3504) Seluas 3.18 Ekar, Mukim Senggang Dan Mukim Pekan MAnong, Daerah Hulu Perak, Perak Darul Ridzuan. (Untuk : Perbadanan Kemajuan Negeri Perak)
8. Cadangan Membina Dan Menyiapkan 8 Unit Gerai Dan Tandas Di Lorong Bintang, Jalan Padang Tembak, Teluk Intan, Perak Darul Ridzuan. (Untuk : Majlis Perbandaran Teluk Intan)
9. Kerja-Kerja Sistem Retikulasi Paip Air Luar Bagi Projek Pemajuan Kawasan Bukit Chawi, Daerah Perak Tengah, Perak Darul Ridzuan. (Untuk : Kementerian Kemajuan Luar Bandar dan Wilayah)
10. Cadangan Membina Dan Menyiapkan Kerja-Kerja Infrastruktur Utama Dan Lain-Lain Kerja Yang Berkaitan Di Zon9,Bandar Meru Raya,Mukim Hulu Kinta,Daerah Kinta,Perak Darul Ridzuan.(Kerja-Kerja Tanah, ,Litar Pembentungan, Lampu Jalan,Telekom,Tangki Air 1.0 Juta Gelen Dan 0.5 Juta Gelen, Sebuah Tangki Sedut 0.5 Juta Gelen, Rumah Pam, Paip Retikulasi Air, Mekanikal Dan Elektrik Dan Lain-Lain Kerja Berkaitan) (Untuk : PCB Development Sdn.Bhd)
11. Cadangan Jalan Dan Perparitan Bagi Cadangan Meroboh Bangunan Sedia Ada Dan Membina Sebuah Bangunan Pejabat Baru Satu Tingkat Di Atas Lot 2879, Jalan Asuhan Mukim Parit Buntar, Daerah Kerian, Perak Darul Ridzuan. (Untuk : Majlis Agama Dan 'Adat Melayu Perak Daeah Tapah)
12. Cadangan Pembangunan Kompleks Restoran Rumah Tradisional Melayu Perak Yang Mengandungi Kerja-Kerja Infrasturktur Utama Dan Sokongan, 3 Unit Restoran Rumah Tradisional Melayu, 3 Unit Rumah Dapur Dan Tandas, 1 Unit Tandas Awam, 2 Unit Rumah Sampah Serta Kerja-Kerja Berkaitan Di Bandar Meru Raya, Ipoh, Perak Darul Ridzuan. (Untuk : PCB Development Sdn.Bhd)
13. Cadangan Jalan Dan Perparitan Bagi Cadangan Membina Dan Menyiapkan Kerja-Kerja Infrastruktur Utama Dan Lain-Lain Kerja Yang Berkaitan Di Bandar Meruraya 2 (Zon 9),Mukim Hulu Kinta, Daerah Kinta Perak Darul Ridzuan. (Untuk : PCB Development Sdn.Bhd)

PERSONAL TRAITS/ PERSONAL SUMMARY

PERSONAL TRAITS	<ul style="list-style-type: none">• Able to work independently or team.• Able to committed meet the deadlines.• Able to teach student practical and share knowledge with them.• Able to produce detailed design calculations and sketches with resources to CAD support.• Preparing and delivering briefings to staff on technical.• Ability to explain design ideas and plans clearly.• Passion in continuing process of learning and personal growth sense of responsibility and optimistic.• Ready to learn new skills and knowledge.• Able to give full commitment and be responsible toward the job.• Can work at site(outdoor)• Self-motivated and fast learner• Willing to explore, accept challenges and responsible• High sense of leadership with strong interpersonal skills people.
PERSONAL SUMMARY	<p>A hardworking and technically minded professional who has extensive experience relating to Civil, Municipal and other Engineering work. She possesses proven competency in the supervision of a team of technicians and engineers and a successful track record in working closely in partnership with both clients and contractors. Mary has a proven ability to ensure that any project she works on will run smoothly and be completed on time, to specification and within budget. In the past she has been wholly responsible for the technical delivery of a number of large scale projects from start to finish. Right now she is looking for a suitable position with an employer where progression within the company is based on ability & achievements.</p>
EXPECTED SALARY/NOTICE	<p>Expected Salary : RM 3,500 Current Salary: RM 2,020 Notice period: Two months</p>

REFEREES

1.	<p>PROFESIONAL ENGINEER/DIRECTOR</p> <p>Ir. Kamarullaffie Bin Hj. Ahmad</p> <p>Pusaka Runding Sdn.Bhd. No 8A, Lengkok Meru Permai, Halaman Meru Raya, 30020 Ipoh Tel.No. :+605-5298811</p>
2.	<p>Lecturer</p> <p>Najhan Bin Muhamad Ibrahim</p> <p>Universiti Sultan Azlan Shah Tel No. :+6012-6927200</p>
3.	<p>ENGINEER</p> <p>Rosmaria Bt Amin</p> <p>Pusaka Runding Sdn.Bhd. No 8A, Lengkok Meru Permai, Halaman Meru Raya, 30020 Ipoh Tel No. :+6017-3386745</p>