



PERSONAL DETAILS

Name **SITI NURAINSAH BINTI MD AZIZ**
Address A 818 Pasir Tumboh, 16150 Kota Bharu, Kelantan
Mobile 0111-6819749
Email nurainsah.aziz94@gmail.com
Qualifications **POLYTECHNIC KOTA BHARU**
Diploma in Civil Engineering (2012-2015)

HIGHLIGHTS

- A dedicated Operation Executive whom fully in charge in Local Council Submission for Telecommunication tower
 - Highly experienced in site visit and plan drawing
 - Build high trust level among team members, an effective communicator in liaising with C&S consultants and town planner
 - Involve in building inspection, Certification of Occupation and Mackintosh Probe procedures and implementation
 - In charge in Authority Submission which extensively attached with government sector such as TNB, BOMBA, SKMM, DBKL, MBPJ, and so forth (area involvement: Negeri Sembilan, Perak, Kedah, Selangor and KL).
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SKILLS

<ul style="list-style-type: none">• Local Council Submission• Site Visit & Building Inspection• Plan Drawing• Certificate of Occupation (CCC) Application• Coordinate Authority Submission• Mackintosh Probe• Government Attached	<ul style="list-style-type: none">• Customer Oriented• Reporting & Documentation• Prepare & Issue Quotation & Invoice• Simple Accounting Basis• MS Office Application• AutoCAD Software include 3D CAD software• UBS Accounting System
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Current Responsibilities and Key Achievements

OMNIX (M) Sdn Bhd, Petaling Jaya, Selangor –*Specialist provides telecommunication structure company. It customers are mostly in private sector such as U-Mobile, Maxis, Celcom, Webe and so forth.*

1. Operation Executive (May 2016 to Current)

- Core function in Local Council Submission which required involvement with government sector (such as PBT, TNB, BOMBA, SKMM etc)
- Verify plan drawing for 'P.B' and 'K.M'
- Accountable in site visit in purpose of technical verification with government sectors
- Effective communicator in liaising with team members, C&S consultants, town planner, and government sectors' PIC
- In charge in Authority Submission which extensively attached with government sector such as TNB, BOMBA, SKMM, DBKL, MBPJ, and so forth (area involvement: Negeri Sembilan, Perak, Kedah, Selangor and KL)
- Involve in reporting and documentation procedures

PERUNDING ASATEC SDN BHD, Petaling Jaya, Selangor –*Civil and Structural Consulting Company formed in the year of 1985. It mainly focus on providing expertise on the field of civil and structural engineering work. It customers are mostly in private sector.*

1. Assistant Engineer(November 2015 to Current)

- Responsible in plan drawing, site visit and building inspection
- Fully involve in Certification of Occupation and Mackintosh Probe procedures and implementation
- Accountable in full spectrum of civil and structure; minor on structure's calculation.
- Effective communicator in liaising with clients to meet their requirements
- In charge in Authority Submission which extensively attached with government sector such as DBKL, MBPJ, MBSA, MPKj and so forth (mostly in Selangor and KL area).
- Attending authority and project progression meeting
- Involve in reporting and documentation procedures

2. Internship(June 2015 to October 2015)

- Involve in plan drawing and site visit
 - Do building measurement
 - Possess knowledge in Mackintosh Probe procedures and implementation
 - Attending authority and project progression meeting
 - Responsible in reporting and documentation procedures
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NICHICON MALAYSIA, Bandar Baru Bangi, Selangor–Japanese company which a capacitor supplier and manufacturer

1. Operator & Packaging (May 2014 - July 2014)

- Packaging : accountable in capacitor packaging
- Responsible in back end line as an operator to check and test functionality of capacitor produced

PT GALIBINA TRADE, Pasir Tumbuh, Kelantan–Plumbing Contractor Company

1. Site Inspector (2012– 2013 [SEMESTER BREAK])

- Take part on project pipe and highway site inspection
- Involve in site investigation
- In charge in administration task such as reporting and documentation

YUSMIRA TRADING, Pasir Tumbuh, Kelantan– cosmetic supplier and distributor

1. Accounts Clerk(December 2011–January 2012)

- Involve in preparing and issuing quotation
- Take control in invoicing procedures and implementation
- Responsible in end month stock audit
- In charge in closing account task and account end month balance

ADDITIONAL INFORMATION

- Possess valid B & D driving license
- Own Administrator CIDB Malaysia license
- Able to work independently and under pressure

NOTICE PERIOD

One month

SALARY EXPECTATION

RM 3 000 - RM 3 800
