

# SITI ASMA ZAKIRIA



## ADDRESS

NO 40 JALAN SP8/23  
BANDAR SAUJANA PUTRA,  
42610, JENJAROM  
SELANGOR

## PHONE

017-5534124

## E-MAIL

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## NRIC

880102-07-5010

## AGE

28

## MARITAL STATUS

MARRIED

## WORK EXPERIENCE

1. 5 May 2015 to Present (1 Years 1 Months)



**ANGKASA JURUTERA PERUNDING SDN BHD**

**M&E ENGINEER**

### **JOB DESCRIPTION**

- Preliminary design and cost estimation on mechanical and electrical works for Hospital project and Apartment project.
- Detail designing and calculation for electrical services required in the project.
- Preparation of tender document and bill of quantities
- Consultant/client/supplier coordination meeting and troubleshooting on site.

2. 1 September 2012 to 30 April 2015 (2 Years 7 Months)



**TOPGEN ENGINEERING SDN BHD**

**PROJECT ENGINEER**

Completes engineering projects by organizing and controlling project elements related to Electrical.

## **PROJECT ACHIEVEMENT**

Project Hospital Shah Alam

Installation of Low Voltage System for Main Block Hospital

### **JOB DESCRIPTION**

- Determines project schedule by studying project plan and specifications, calculating time requirements and sequencing project elements
- Maintains project schedule by monitoring project progress, coordinating the activities and resolving the problems occur.
- Controls project plan by reviewing design, specifications, and plan also the schedule changes of recommending actions.
- Controls project costs by approving expenditures and administering contractor contracts.
- Prepares project status reports by collecting, analyzing, and summarizing information with recommending actions.
- Maintains safe and clean working environment by enforcing procedures, rules, and regulations.
- Maintains project data base by writing computer programs with entering and backing up data
- Maintains product and company reputation by complying with federal and state regulations.





**1 September 2009 to 26 Dec 2009 (3 Months)**

## **EKRAL MEGA (M) SDN BHD**

### **ASSISTANCE ENGINEER**

Assist Engineer Repairing all sort of PCB mainly system cards which is involved trouble shooting, soldering technique, manual and computerized testing of the equipment.

### **EDUCATION BACKGROUND**

Level	: Bachelor of Engineering
Field of Study	: Electrical and Electronic
Major	: Electrical Power
Institute/ University	: Universiti Tun Hussein Onn Malaysia (UTHM)
Graduation's Date	: November 2012

Level	: Diploma of Engineering
Field of Study	: Electrical and Electronic
Major	: Electronic
Institute/University	: Politeknik Ungku Omar (PUO)
Graduation's Date	: October 2010

### **TECHNICAL PROFICIENCY**

AutoCAD (3)	Microsoft Excel (4)
Documentation Skills (5)	Microsoft Office (5)

### **REFERENCES**

Name : Yap Kai Yuan	Name : Ir Mohd Afzal Mohd Ditali
Tel No : 019 - 265 9120	Tel : 019 – 237 5987
Position : Project Manager	Position : Managing Director
Company : Excel M&E Sdn Bhd	Company : Angkasa Jurutera Perunding Sdn Bhd