



Mohd Nor Bin Jafar

Senior Drafter (7 months)

LeBLANC Communications (M) Sdn Bhd

(+60) 192396102 | mohdnorjafar@gmail.com | MYR 4,000 | Klang, Selangor

Experience

12 years of total experience

Sep 2015 - Present
(7 months)

Senior Drafter

LeBLANC Communications (M) Sdn Bhd | Selangor, Malaysia

Industry	Telecommunication
Specialization	Engineering - Electronics/Communication
Role	Telecommunication Engineer
Position Level	Senior Executive
Monthly Salary	MYR 3,415

Responsibility to finalize raw information from surveyor.

Responsibility to prepare Technical Proposal as customer requirement

Responsibility to prepare Technical Proposal Drawing as requirement

To monitor, prepare Technical Site Survey Report (TSSR) including drawing proposal

1) P1

2) Umobile

3) SKMM

4) Digi

To assist the Project team for Technical Proposal Report, Consultant Drawings, coordinate with customer for the approval with the related parties

To assign team for the TSS/R scope, evaluate, and set KPI for the speed, quality and costing.

To ensure progressive improvement and suggestion for quality report and design requirement by end users including proper site survey template and checklist

Control and coordinate with subcontractors on timely delivery and update the project team and end users

Fully responsible on a proper design solution improvement, standardization, telco models, keeping data for the existing and new requirement from end users, reference to the sub-contractors and project team.

Update and follow up with the related parties especially end users on the approval and updates the stake holders accordingly on TSS progress

To keep track information and coordinate all the related to design activities such as soil test report, construction drawings, Land Survey report for the next milestone goals and target

Work together with the stake holders for proper documentation delivery under Design Claim Update and keep track all data in server and standard design information

To provide 1st Level taking off for major CME / Ti item tracking and template for surveyor

To take on other responsibilities as and when assigned by the management.

Feb 2014 - Sep 2015
(1 year 7 months)

Drafter

Leblanc Communication Sdn. Bhd | Selangor, Malaysia

Industry	Telecommunication
Specialization	Engineering - Civil/Construction/Structural
Role	Civil/Structural Drafter
Position Level	Non-Executive
Monthly Salary	MYR 2,415

Responsibility to finalize raw information from surveyor.
Responsibility to prepare Technical Proposal as customer requirement
Responsibility to prepare Technical Proposal Drawing as requirement

Sep 2011 - Apr 2013
(1 year 7 months)

Admin Assistant

Syarikat Bekalan Air Selangor Sdn Bhd

Industry	Utilities / Power
Specialization	Clerical/Administrative Support
Role	Management
Position Level	Non-Executive
Monthly Salary	MYR 1,800

- a) To oversee renovation and decoration works conducted.
- b) To provide facilities and support in terms of services and repair of office.
- c) Attend to maintenance and service equipment, fixture and fittings.
- d) Assist in office space requirement and utilization
- e) Site supervision on progress project
- f) Attend to office renovation and decoration
- g) To prepare paper for approval EXCO committee
- h) To prepare proposal design for renovation district and HQ office
- i) To prepare estimation cost and detailing works for renovation works
- j) To prepare correspondence
- k) Monitor insurance claim & Renewal of General Insurance SYABAS

Jan 2005 - Aug 2010
(5 years 7 months)

Manufacturing Administrative

Leblanc Communication (M) Sdn. Bhd

Industry	Telecommunication
Specialization	Manufacturing/Production Operations
Role	Management
Position Level	Junior Executive
Monthly Salary	MYR 1,735

1. Assist Production Manager & Planner
2. Request & Follow Up All Document
 - Fabrication document (Drawing, cut list, steel purchase list & Steel list).
 - Store document (Hardware List).
 - Shipping document (Shipping List & Customer Copy).
 - Request material substitution.
 - Request missing & shortages drawing to drafting.
3. Update Fabrication Document & Schedule
 - All received job (Fabrication. Schedule, Fabrication Log Book & Pending Request Job)
 - To make sure fabrication, store & shipping department receive correct drawing, listing & revision document.
 - Update scope of work.

4. Preparing Drawing For Cnc Machine Using AutoCAD
5. Deal With Drafting & Engineering Department On Document Mistake (listing, drawing, erection drawing & Customer copy)
6. Control & Filling All ISO Documents (Cut list & Drawing)
7. Control Consumable item.
 - To make sure fabrication gets all tools, equipment & PPE.
 - Prepare transaction history to account dept. (Stock transfer requisition).
8. First Aider
 - To make sure all first aid box have enough medicine.
 - To make sure injured workers get immediately treatment.

Aug 2004 - Dec 2004
(4 months)

Production Clerk

Leblanc Communication Sdn. Bhd

Industry	Construction / Building / Engineering
Specialization	Clerical/Administrative Support
Role	Clerk
Position Level	Fresh / Entry Level
Monthly Salary	MYR 900

2. Request & Follow Up All Documents
 - Fabrication document (Drawing, cut list, steel purchase list & Steel list).
 - Store document (Hardware List).
 - Shipping document (Shipping List & Customer Copy).
 - Request material substitution.
 - Request missing & shortages drawing to drafting.
3. Update Fabrication Document & Schedule
 - All received job (Fabrication. Schedule, Fabrication Log Book & Pending Request Job)
 - To make sure fabrication, store & shipping department receive correct drawing, listing & revision document.
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7. Control Consumable item.
 - To make sure fabrication gets all tools, equipment & PPE.
 - Prepare transaction history to account dept. (Stock transfer requisition).

Education

2003	Institut Teknologi Komuniti -Ybk Edi Diploma in Computer Science/Information Technology Malaysia
CGPA	2.88 / 4.0
2000	Sekolah Agama Menengah Jeram Bt 20 Primary/Secondary School/SPM/"O" Level in Arts Malaysia
Major	Pendidikan Seni & Perdagangan
Grade	Pass/Non-gradable

Skills

Advanced	Microsoft Office
Intermediate	Auto Cad 2000/LT2005

Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written
Bahasa Malaysia	10	10
English	5	6

Jobstreet English Language Assessment (JELA)

Date Taken	15 Aug 2010
Score	30/40

Additional Info

Expected Salary	MYR 4,000
Preferred Work Location	Selangor, Kuala Lumpur, Asia - Others

Other Information

CERTIFICATION

- 1) Safety & Community Members
- 2) First Aid Course By St John
- 3) CPR & Occupational First Aid (First Response Services)
- 4) Awareness On ISO 9001 : 2008, ISO 140001 : 2004 & OHSAS 18001 : 2007 2008 - 2011 2009 - 2011
- 5) Niosh TM training
- 6) CIDB training

About Me

Gender	Male
Age	32
Address	Lot 2218, Jalan Besar, Kampung Parit Mahang, 45800, Klang, Selangor, Malaysia
Nationality	Malaysia