

CURRICULUM VITAE



AHMAD NAQIUKAMIL BIN ABDULLAH

CONTACT INFO

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PERSONAL PARTICULARS

IC No.	: 881020-03-5917	Date of Birth	: 20.10.1988
Age	: 28 years	Willing to Travel	: Yes
Nationality	: Malaysia	Willing to Relocate	: Yes
Gender	: Male	Expected Salary	: RM3600.00
Marital Status	: Married		(Negotiable)

EDUCATIONAL BACKGROUND

Highest Education (Dec 2010 – Mar 2013)

Level : Bachelor's of Science (Hons.) in Construction Management

Institution : Universiti Teknologi MARA (UiTM)

Specialization : Construction Management (Minor in Property Management)

CGPA : 2.86/4.00

Second Highest Education (Dec 2006 – Dec 2009)

Level : Diploma in Quantity Surveyor

Institution : Universiti Teknologi MARA (UiTM)

CGPA : 2.94/4.00

Third Highest Education (May 2015 – May 2015)**Level** : Site Safety Supervisor Competency Course**Institution** : KLIA Training**Secondary education****Level** : Sijil Pelajaran Malaysia (2001 – 2005)**School** : Sekolah Menengah Sains Machang, Machang, Kelantan**Result** : 4As and 6Bs**WORKING EXPERIENCE****Company** : PREMIER WATER SERVICES SDN BHD**Duration** : July 2015 – Present**Department** : Contract and Procurement**Position** : Contract and Procurement Executive**Work Profile**

- Currently worked as a contract and procurement executive and handle purchasing and assist contractual for Advance Pressure and Management Control (APMC) Project.
- Handle purchasing for sales and trading.
- Handle some administration work like licenses.

Scope of Work

- Interfaces with planning personnel and prioritize purchasing activities
- Review planned orders, create requisitions for purchase items, and manage approval process
- Transmit and prioritize approved purchase orders and supporting documents to supplier
- Track order acknowledgement, prepare and communicate shortage and backlog reports, and provide visibility of potential interruptions to internal customers
- Track orders and confirm system lead times, delivery dates, and costs
- Review, update, and maintains purchase orders until orders are delivered to the clients
- Ensure orders adhere to suppliers' agreements and contracts and non-conformance reports
- Lead Finance and Logistics staff in resolving reception and invoice discrepancies
- Identify opportunities and implement actions to achieve efficiencies
- Contribute to consolidation, reduction, and rationalization of the local supplier base
- Prepare purchase orders and send copies to suppliers and to departments originating requests
- Determine if inventory quantities are sufficient for needs, ordering more materials when necessary
- Respond to customers and supplier's inquiries regarding order status, changes, or cancellations
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems
- Review requisition orders in order to verify accuracy, terminology, and specifications
- Prepare, maintain, and review purchasing files, reports and price lists
- Compare prices, specifications, and delivery dates in order to determine the best bid among

potential suppliers

- Track the status of requisitions, contracts, and orders
- Calculate costs of orders, and charge or forward invoices to appropriate accounts
- Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications
- Compare suppliers' bills with bids and purchase orders in order to verify accuracy
- Approve bills for payment
- Locate suppliers, using sources such as catalogs and the internet, and interview them to gather information about products to be ordered
- Maintain knowledge of all organisational and governmental rules affecting purchases, and provide information about these rules to organisation staff members and to vendors
- Monitor in-house inventory movements and complete inventory transfer forms for bookkeeping purposes
- Monitor contractors' performance, recommending contract modifications when necessary
- Prepare invitation-of-bid forms, and mail forms to supplier firms or distribute forms for public posting
- Negotiate and deal for the best prices from suppliers
- Issue, update and maintain Purchase Order System
- Coordination between suppliers and forwarding company for Import Shipments
- Assist other CPD Executive in management of Projects & Contracts

Company : EMASKANG SDN BHD

Duration : May 2014 – April 2015

Position : Contract Administrator

Work Profile

- Involved in earthwork and infrastructure project at Aman Kemensah, Kuala Lumpur for Titi Jaya group as client.

Scope of Work

- Site Valuation and estimation
- Seek for quotation from supplier
- Do and check Bills of Quantity
- Do measurement and taking off for variation order
- Cost control during progress of the works; valuation of variations
- Preparing valuations for interim certificates.
- Preparing bills of remeasurement for final accounts if measured from drawings
- Preparing description in variation order
- Analyzing contract prices relatives to cost recording methods
- Reporting on evaluating and negotiating and extra-contractual issues like post contract correspondence and attending site meetings
- preparing the contract like Letter Award

Company : KERJAYA PROSPEK (M) SDN BHD

Duration : March 2013 – April 2014

Position : Site Supervisor

Work Profile

- Involved in high rise building construction and mixed development in Melaka that covers the following:
 1. Block 1 – 42-storey Service Apartment
 2. Block 2 – 32-storey Hotel
 3. Block 3 - 27-storey Service Apartment
 4. Block 4 - 27-storey Service Apartment

Scope of Work

- Estimate the casting process either by pump or normal mix concrete.
- Monitoring work progress and to ensure all tasks is done every day according to schedule provided.
- Involved in control and planning.
- Monitoring the procedure and method of construction applied in this project especially when dealing with IBS (Industrialized building System) method which is steel formwork for frame structure.
- Interfacing with all sub-contractors which come from electrical, mechanical, plumbing, fire-fighting, formwork and levelling background.
Monitoring and ensure work is done correctly before informing the Clerk of Work (COW) for Inspection.

Company : MAJUTERA SDN BHD

Duration : March 2010 – August 2010

Department : Telecommunication

Position : Technician Trainee (Fiber Optic Certificate)

Scope of Work

- Involved in jointing work of the optical fiber optic using splicing machine.
- Preparing the cables before splicing and learnt the right procedure on how to make the jointing.
- Gained more knowledge and fundamental of fiber optic technology is also well practiced throughout the employment.

INTERNSHIP EXPERIENCE

Company : JUBM SDN BHD (a joint venture of Davis Langdon & Seah Group), Kota Damansara, Selangor

Duration : Dec 2008 – June 2009 (24 weeks)

Department : Measurement

Position : Assistant Quantity Surveyor

Scope of Work

- Assisting quantity surveyors in measurement work for current project involved.
- Participated in monthly project site meeting at Bukit Jelutong (Residential Project).
- Learning the basic understanding and able to use measurement tools.
- Gained knowledge of principle, operation and sequence of construction in building and infrastructure works.

FINAL YEAR PROJECT

A research-based project on Obstacle of Industrialized Building System. This project is to investigate the obstacles in IBS implementation, emphasize on cost and equipment problems for residential area development. Also, focus on how a component of IBS (Hollowcore slab) can be adopted in order to maximize the cost saving.

TOP SKILLS

- Primavera
- MS Office Application (Word, Powerpoint, Excel, etc)
- Measurement tool and software
- Proficient in writing and speaking Malay and English
- Good management skill
- Safety and Health

AWARDS AND ACHIEVEMENTS

- Dean's List Award, Semester January 2009 with GPA 3.67

STRENGTH

I am one who is very discipline, responsible, active and always being optimist in all matters. I am also hardworking and aggressive, anxious to learn new things, willing to take up challenges, and able to work under pressure. I am highly participated, committed and co-operative team-mates. I am willing to give the very best of my abilities in completing any tasks given.

ACTIVITIES

- Player of FSPU Department in Interdepartment Rugby Tournament, UiTM (2012)
- Rugby Player, UiTM (2006 – 2009)
- Intermediate Level 3, Oxford Language Centre (2006)
- Rugby Player, Majlis Sukan Sekolah Kelantan U18 (2004)

REFERENCES

1. Madam Farrah Norizzah Mohd Yusoff

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