



## AHMAD ZAKWAN BIN ZAINAL

HP No.: +60 13-339 0960

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Email: zakwanzainal309@gmail.com

### PROJECT COORDINATOR

*Telecommunications & Mechanical & Construction*

Strong team leader with the proven managerial experience and skills to lead teams including workers, vendors, suppliers and internal business units including those in different geographical locations. Effective problem solver and decision making skills. Exceptional commitment to quality and customer satisfaction. Excellent presentation and communication skills.

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#### AREAS OF EXPERTISE

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* project vision & strategy	* project planning & completion	* risk management
* project deliverables	* scope & cost management	* planing & tracking
* client communication	* scheduling & resource-leveling	* client satisfaction

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#### PROFESSIONAL EXPERIENCE

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##### PROJECT COORDINATOR

2016- present

###### YONGPENG TELECOM TECHNOLOGY (M) SDN. BHD (YPTT)

- \* Attend client meetings and assist with determination of project requirements.
- \* Prepare project plan and communicate with YPTT Team/Sub Con and ZTE person in charge.
- \* Track the progress and quality of work being performed by YPTT Team/Sub Con.
- \* Use project scheduling or master tracker to monitor projects plans, material, acceptance, issues and documentations
- \* Effectively and accurately communicate relevant project information to the client and project team
- \* Ensure clients' needs are met in a timely and cost effective manner
- \* Assist the PM in the review of Master Tracker and informed about project status and issues that may impact client relations

##### SITE OFFICER

2015 - 2016

###### BINA MEKAR SDN BHD

Handle Project : Network Delivery Projects via schedule of Rates (JKH) for Telekom Malaysia Berhad

- \* Prepare sites (survey) prior to the commencement of installation or construction work (to set out the site and organise facilities), to plan projects and ensure that team meet agreed specifications, budgets and timescales
- \* Liaising with clients and reporting progress.
- \* Weekly and monthly meeting with clients.
- \* Making safety inspections and ensuring construction and site safety.

##### PROJECT ENGINEER/SITE ENGINEER

2014 - 2015

###### BESTEEL BERHAD

Handle project : SOCFIN AGRICULTURAL COMPANY, Sierra Leone, Africa

- : OKOMU PALM OIL MILL, Nigeria, Africa
- : BRABANTA JUNIOR PALM OIL, D.R.Congo, Africa
- : JELALONG PALM OIL MILL, Bintulu, Sarawak
- : HARIYAMA PALM OIL MILL, Sibul, Sarawak
- : UOP Bayan Lepas, Pulau Pinang

- \* Manage all products, machines and workers to ensure they are completed on time within budget and scope.
- \* Responsible in overall projects from initial start to final hand over.
- \* Responsible for all financial, technical, safety and contractual activities.
- \* Managing project management at construction work site, quality control, testing and commissioning work for the projects.
- \* Managing and organize all matters during work at site involving clients, workers and others.
- \* Provides feedbacks, training and advices for improvement regarding the operation, maintenance and technical on our services/products to the clients.

**SALES & SERVICE ENGINEER****2013 - 2014****TechHaus Sdn. Bhd**

- \* To provide consulting services to customers who are buying or installing equipment and do not have an in-house engineer
- \* Repairing and installing equipment, tools and products in various fields of technology and train such customers on how to use this equipment and on proper maintenance.
- \* Do the inspections on the machine, diagnose faults, and rectify any fault that they find. Will try to resolve any issues at the work site without interrupting the customer's business or daily activities.

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**EDUCATIONAL BACKGROUND**

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**Highest Education****DIS 2008 - 2013**

**Level** : Bachelor  
**Field of Study** : Bachelor of Engineering (HONS) Mechanical  
**Major** : Pure Mechanical Engineering  
**Institution** : University Teknologi MARA (UiTM)  
**CGPA** : 2.83

**MEI 2005 - 2008**

**Level** : Diploma  
**Field of Study** : Diploma of Mechatronic  
**Major** : Electronik & Mechanical  
**Institution** : Politeknik  
**CGPA** : 3.52

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**REFERENCES**

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Mrs. Amy Dan  
HR YPTT  
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Mr. Chan Yin Pong  
Project Manager YPTT  
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