

## NORSUHAIDATUL ISMA BINTI AB MANAF

Batu 46, Jalan Kampung Sepakat, 45600 Bestari Jaya | 013 751 2593 | suhaidatul.manaf@gmail.com  
Expected salary: RM 3,000.00 (Negotiable) | Sex : Female | Availability : 1 month

### PROFILE

A highly competent and resourceful individual who has knowledge and experience in handling electrical services for large scale project. A great team player and capable to work independently with a minimum supervision.

### NOTABLE SKILLS

- Excellent command of written and spoken English and Bahasa Melayu
- Proficient in IT and technical skills like Microsoft Project, PowerPoint and Excel.
- Intermediate in Engineering Software like AutoCAD and Sigma Plot.
- Intermediate in written EMR, EIA, environmental audit and site inspection.
- Good in handling tools and instruments in laboratory like Potentionstat-Galvanostat, FT-IR spectroscopy and UV- VIS spectroscopy.

### EMPLOYMENT HISTORY

**Binalite Electrical Engineering Sdn Bhd** **October 2015 -Current**

**Project Engineer – Datum Jelatik, Keramat, Kuala Lumpur**

- Ensure all the shop drawings, catalogue, technical details, method of statement and etc approved and follows the technical specification required by the consultant.
- Liaison with main contractor, sub-contractor and consultant regarding the M&E design issue and on-site progress.
- Coordinate between main contractor, consultant and subcontractor to ensure all the drawing are well prepared and implemented at the site.
- Ensure that all material and labor charges are within tender price and keep track of all variation order items.
- To assist in preparation of purchase requisitions to suppliers for use in site.
- To follow up on delivery status and ensure timely delivery of goods by communicating with suppliers.
- Prepare project claims and project documentation.

**WCT Construction Sdn Bhd** **June –September 2015**

**Industrial Trainee – RAPID, Pengerang, Johor**

- Assist in written for Environmental Monitoring Report (EMR), environmental audit and site inspection record.
- Assist in monitoring sub-contractors working area to ensure compliance with the regulation, requirement and law from DOE.
- Involved in periodic inspection with Health, Safety, Security and Environmental (HSSE) for walkabout of HSSE issue at the site.
- Prepared weekly report for “You See You Act”.
- Prepared oil spillage drills training.

### EDUCATION BACKGROUND

2012–2015 **University Malaysia Terengganu (UMT), Terengganu**  
Bachelor’s Degree (Hons.) of Analytical and Environmental Chemistry  
2011 –2012 **Selangor Matriculation College, Selangor**  
2006 –2010 **SMK Seri Tanjung, Selangor**

### ACHIEVEMENTS/ ACTIVITIES

Description	Date Achieved	Detailed
CIDB Green Card Course	July 2015	Participant
Award Dean List Semester 6	2014/2015	Dean Lists
Program Pasca Banjir Kelantan, UMT	2015	Volunteer
Badminton Doubles and Netball	2014	Participant

## **REFEREE**

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**Ong Phang Chuan**

Site Manager

Binalite Electrical Engineering Sdn Bhd

Cheras, Kuala Lumpur.

012 511 5043 / wongyc@binagroup.com.my

**Mohamad Rasydi Bin Awang Chik**

Construction Manager

Petronas –Rapid WCT owner,

Pengerang, Johor.

019 293 4515 / rasydi.awang@wct.my