

MUHAMMAD AMIRUL HAKIM

QUANTITY SURVEYOR



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Bandar Tasik Puteri
48020, Rawang
Selangor Darul Ehsan
Malaysia

WORK EXPERIENCE

- May 2016 / Jun 2016**
HEAD OF LOGISTIC at Dafinah Delights Sdn. Bhd. Rawang, Selangor
Delivering products and collect reimburse payment. Involved in searching new outlet for drop in company products in entire Selangor. Experienced in managing booth during participated in SMIDEX event that was held in Kuala Lumpur Convention Center (KLCC).
- Dis 2015 / April 2016**
INTERNSHIP at Aziz Azizi & Partners Sdn.Bhd Sham Alam, Selangor
Participated in carry out taking off, preparing tender document and estimating cost of project. Involved in making site valuation during preparation of interim payment to contractor parties. Preparing documents reimbursement claim. Experienced in making out Gant chart by using Microsoft Project software.
- May 2015 / Jun 2015**
COSTUMER SERVICE at Pizza Hut Restaurant Sdn. Bhd. AEON Rawang
Take orders and serve food to patrons at tables in dining establishment. Check with customers to ensure that they are enjoying theirs meals and take action to correct any problems. Communicate with customers to resolve complaints or ensure satisfaction.
- Jan 2013 / Feb 2013**
TECHNICIAN at Machine Industry. Rawang, Selangor
Repairing and maintaining the old bowling machine.

EDUCATION

DIPLOMA IN QUANTITY SURVEYOR

Universiti Teknologi Mara Seri
Iskandar (UiTM)
Perak, Malaysia
2013 / 2016

SIJIL PELAJARAN MALAYSIA (SPM)

Sekolah Menengah Kebangsaan Seri
Kundang
Rawang, Selangor
Malaysia
4A2B2C
2008 / 2012

PENILAIAN MENENGAH RENDAH (PMR)

Sekolah Menengah Kebangsaan Seri
Kundang
6A3B

REFERENCES

Miss Wan Norizan Wan Ismail

QS Lecturer
Universiti Teknologi Mara (UiTM)

Tel: +6019-5597693

Email: wanno134@perak.uitm.edu.my

Aziz Azizi and Partners Sdn Bhd

QS Consultant
43A, Jalan Lawan Pedang 13/27
Seksyen 13, Shah Alam
40100, Shah Alam

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WHO AM I?

Highly innovative and cooperative in working experienced. Exceptional collaborative and interpersonal skills; dynamic team player with well-developed written and verbal communication abilities. Highly skilled in client and vendor relations and negotiations. Promoted with abilities to working under pressure and critical deadline.

ACTIVITIES

- EMPLOYEE OF THE MONTH** at Dafinah Delight Sdn.Bhd.
- INVOLVED IN FASILITATING** at Univerisiti Teknologi Mara (UiTM)
- INVOLVED IN SLUMBERGER PROGRAM** at A' Famosa Melaka

PROFESSIONAL & PERSONAL SKILLS

Adobe Photoshop	<div><div></div></div>	50
Microsoft Project	<div><div></div></div>	50
Microsoft Excel	<div><div></div></div>	50
Microsoft Word	<div><div></div></div>	75
Microsoft PPoint	<div><div></div></div>	75
Sony Vegas Pro	<div><div></div></div>	35
Communication	<div><div></div></div>	75
Team Working	<div><div></div></div>	75
Organization	<div><div></div></div>	75

LANGUAGES

English	<div><div></div></div>	60
Malay	<div><div></div></div>	90
Arabic	<div><div></div></div>	20



More info on:
Amirul Hakim