

RESUME



SITI FATINAH AFIQAH BINTI SUKIMAN

*A-03-03A, PANGSAPURI SURIA PERMAI,
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PERSONAL PARTICULARS

Date of Birth	: 10 JULY 1989	Place of Birth: Terengganu
Nationality	: Malaysian	Religion: Islam
IC No.	: 890710-11-5070	Marital Status: Married

OBJECTIVES/CAREER GOAL

Seeking a position that utilizes my experience and knowledge as a graduate. To obtain a challenging employment in industry that offers the opportunity to contribute and expand my technical and managerial skills. The most important part is I am willingly to learn as much as knowledge and experiences to improve my skills.

EDUCATION

For my Final Year Project, I have done a study entitled Disinfection By-Products (DBPs) in Chlorinated Drinking Water and Their Potential Health Effects on Humans. From this study, I had gained a lot of information that make me improve my knowledge about what I am studying. This study is about I reviewed previous research from the international perspectives to show especially researcher in Malaysia that our drinking water are contain a lot of chemicals that produce from the reaction between chlorine that had been injected into the raw water and organic compound that present in the raw water. Actually there is no research that had been done in Malaysia that studies on this kind of issue and that why it is the most important strength that I have.

July 2007- June 2011	University Malaysia Perlis	Degree in Environmental Engineering Engineering Core Courses: <ul style="list-style-type: none">• Engineering Mathematic• Chemical Process Engineering Fundamental• Mechanics and Material Engineering
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- Introduction to Environmental Engineering
- Engineering Skills
- Environmental Chemistry and Microbiology
- Fundamentals of Fluid Flow
- Geoenvironmental Engineering
- Remote Sensing and Geographical Information System (GIS)
- Chemodynamics
- Solid and Hazardous Waste
- Water Supply Engineering
- Thermodynamics
- Hydrology
- Engineering design
- Wastewater Engineering

May 2005- May 2007	Kolej Matrikulasi Melaka (KMM)	Science Physical
2005	Maktab Rendah Sains Mara Kuantan	SPM: 4A 4B 2C

EXTRA CURRICULUM ACTIVITIES

2007-2011 Participation at UniMAP

- Participate in Program Baktisiswa Anak Angkat Peringkat Kebangsaan 2007 (Malaysian Book of Records)
- Attended the "Kursus Bina Negara Mahasiawa Asas" a program by the Biro Tatanegara, The Prime Minister's Office
- Participate Program Anak Angkat at Jeli, Kelantan a program by the Ministry of Higher Education
- Members of ROTU Club (Reserve Officer Training Units) (PALAPES)

2006-2007 Participate at KMM

- Joined the camping at Jasin, Melaka

2001-2005 Participate Secondary School

- Join Kadet Polis as the treasurer
- Prefect (2001-2004)
- Representative for state in the 'Perkhemahan Kadet Polis Peringkat Kebangsaan'(2003)

EXPERIENCES AND SKILLS/STRENGTHS

Working Experiences

- Experienced at telecommunication company (Advacom sdn bhd) (Oct 2012-Oct 2013)
 - Prepare the technical report and submit to vendor
 - Very fast learner since have no background about telecommunication field and I now I have about 80 percent knowledge about this field.
 - Manage to handle work with professional

- This company focus on telecommunication
 - Assists PM to prepare reports (weekly report/monthly report), project tracking report and other related project documentation.
 - Project scheduling and coordination from project end to end from TSS stage up to invoicing stage as assign by Project Manager.
 - Arrange site activities (TSS) & site acceptance (CME/TI/FA) such as WP application in the event when Project Manager is not around.
 - Follow up on issues by internal (sub-contractor , Opt , MM, TNB runner, etc) and clients which assign by Project Managers
 - Updating project information in SAP & IPTS and create project for SAP project system
 - To perform any other duties as required by the Project Manager and Management from time
- Experienced at telecommunication company (Radio Frequency Services SDN BHD) (Dec 2013-Present)
 - Prepare the technical report and submit to vendor (HUAWEI)
 - Assign contractor and monitor their work quality
 - Prepare the scope of work for every task to make sure all task can be done according to deadline
 - Attend meeting with vendor about improvement of documentation and field work
 - Track the entire task that had been done by the engineer and contractor to present to the director.
 - Independence making the decision about how to complete the task and sometime also discuss with the engineer and director about the solution
 - Learn how do design for full In-Building System (IBS)
 - Do the survey for full IBS for U Mobile
 - Contact the management to do the site acquisition
 - Prepare the Technical Proposal for Full IBS, Sharing IBS and Retrofit IBS
 - Prepare sitepack after completed the installation to get approval for invoicing
 - Prepare the schedule for IBS team

Computer Skills

- Microsoft Office, AUTOCAD 2011, C++, MATLAB, ORCAD, etc..

Soft Skills

- Good analytical and initiatives as well as creative thinking
- Self-independent and fast learner
- Able to work independence or in group
- Focus while completing the task
- Etc...

Able to speak and write in Malay and English.

Have own transport

EXPECTED SALARY

RM 3500

REFERENCES

The following persons have agreed to provide any additional information regarding my qualification and characters.

Name : Nor Ashikin binti Sulaiman
Tel No : 013-7445192
Position : Assistant Registrar (International Office)
Company : Universiti Malaysia Pahang (UMP)
Email : ashikins@ump.edu.my

Name : Dr Nasrul Hamidin
Tel No : 04-9798976
Fax No : 04-9798636
Position : Dean of Environmental Engineering School
Company : Universiti Malaysia Perlis
Email : nasrulhamidin@unimap.edu.my