

	Ummu Kalsum Murad
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Experience

4 years of total experience

May 2016 – June 2017	Contract Executive Charter Built Engineering Sdn Bhd Selangor, Malaysia Industry : Construction / Building / Engineering Role : Quantity Surveyor/ Contract Executive Job Description <ol style="list-style-type: none"> 1) Involve in Pre-Tendering Process - Check for Company compliance to client requirements during pre-qualify, prepare tender deposit, Documentation fees during collection of document tender 2) Involve in Tendering Process - Check for Compliance requirement such as any company confidential forms, Bank Guarantee or Earnest Money, Request for quotation, Price Comparison, Taking off Qty, Budget 3) To prepare monthly progress claim to client 4) To prepare Interim Payment Certificates for Sub-Contractor - for On Going Project 5) To involve in site valuation for main claim and sub-contractors - for On Going Project 6) To liaise with site personnel i.e Project Manager for site progress and Post-Contracts activities 7) Involve and experience of QMS for ISO 9001:2015 (i.e Procedure, Form, Checklist) Liaise Project: <ol style="list-style-type: none"> (a) Projek Cadangan Menaiktaraf Jalan Pelabuhan Utara dari Klang Container Terminal (KCT) ke North Port, Pelabuhan Klang, Selangor (b) Housing Scheme for few location at Klang Valley
Apr 2014 - May 2016	Contract Executive Ibex Holdings Sdn Bhd Industry : Construction / Building / Engineering Specialization : Mechanical Engineering, Infrastructure, Facilities Management Role : Contracts Executive Ibex Holdings is a Head Company, where under this corporation there are few sub-company which I am involve directly : (a) IBEX Management Services <ol style="list-style-type: none"> i) Kontrak Pemasangan Dan Penggantian Sistem Pencegahan Kebakaran Aerohub Aerosol Fire Supression System di Bangunan Kerajaan Seluruh Malaysia

	<p>Responsibility</p> <ul style="list-style-type: none"> To understand and knowledge on Mechanical and Electrical components for installation of Fire Suppressions System To prepare BOQ for approval by client. To submit the approved BOQ to JKR To breakdown a budget (material, installation, consultant fees, provisional items and maintenance) Directly Involved with pre-qualification of installer Appointment of contractors claim certification Proposed budget and cost of construction (installation, material, consultancy, management) for management purposes and for Quotation submission to client Certification, valuation and preparation of contractors claim certification Liase with client and S.O (JKR) Assist the Contract Manager for valuation of final work done for claim purposes. <p>(b) GERBANG PERDANA SDN BHD (Design and Build Company)</p> <ol style="list-style-type: none"> Design, Construction, Completion and Commissioning of Integrated Customs, Immigration and Quarantine Complex Johor Bahru, Johor Kerja-Kerja Bersangkutan Di Bawah Kontrak "Design, Construction, Completion And Commissioning of Gerbang Selatan Bersepadu Road Bridge, Rail Bridge And Associated Works At Johor Bahru, Johor <p>Responsibility</p> <ul style="list-style-type: none"> Directly involved for CMGD stages for Management of Defects for Closing Account/Pembayaran Akhir Issuance of Closing Account and Certification for contractors and consultant Appointment of third party contractor for defects rectification Preparation for Final Claim submission Liase with Client i.e KTMB and JKR <p>(c) AMPM SDN BHD (Facilities Management)</p> <ol style="list-style-type: none"> Facilities Management for Kontrak Pengurusan Fasiliti Bangunan Sultan Iskandar Johor Bahru (BSI) <p>Responsibility</p> <ul style="list-style-type: none"> Certification, valuation and preparation of contractors claim certification To control for project budget Prepare for valuation monthly schedule claim from S.O (JKR) and valuation of Additional Work done for Major Servicing Works
Apr 2013 - Apr 2014	<p>Contract Estimator PWC BINA SDN BHD Kuala Lumpur, Malaysia</p> <p>Industry : Construction / Building / Engineering Role : Quantity Surveyor/ Contract Executive</p> <p>Liase with Budget, Cost Control, and Work Plan. Liase with client and consultant if any miscellaneous with quantity, drawing and detail</p> <p>Liase Project:</p> <ol style="list-style-type: none"> Projek Pembinaan Institut Lindungan Aids JAKIM (ILAJ HOME) Projek Pembinaan SMKA Lipis, Pahang

Education		
2013	Universiti Teknologi Mara (UiTM) Bachelor's Degree in Construction Management CGPA 3.17 / 4.0	
2011	Universiti Teknologi Mara (UiTM) Diploma in Building CGPA 3.08 / 4.0	
Skills		
Advanced	Microsoft Project, Microsoft Excel, Microsoft Word, Microsoft PowerPoint	
Intermediate	Primavera Project Planner	
Basic	Sketchup	
Languages		
<i>Proficiency level: 0 - Poor, 10 - Excellent</i>		
Language	Spoken	Written
Bahasa Malaysia (Primary)	10	10
English	6	6
Additional Info		
Other Information PROFESSIONAL BODIES: Members of Chartered Institute of Building, (CIOB) Membership Number:2020967 OBJECTIVE: Seeking a full time position in construction company where I can utilize my immense experience and knowledge to capably manage and supervise various construction-related tasks and professionals. SKILLS, STRENGTHS AND CORE COMPETENCIES <ul style="list-style-type: none"> • Thorough knowledge of legal issues and safety standards • Excellent communication skills • Capacity to motivate, lead and boost morale of the teams • Effective time management and logical decision-making ability 		