

TO WHOM IT MAY CONCERN,

Dear Sir/Madam,

APPLICATION FOR A JOB POSITION FOR FRESH GRADUATE

Referring to the above matter, I, Siti Nabiela Binti Othman would like to apply for a job position for fresh graduate in your company. I am impressed by your organization success and would like to be part of such a winning company. I am currently in my final year pursuing my first degree in Bachelor of Science (Hons.) Construction Management in Universiti Teknologi MARA (UiTM). The course has not only provided me with a solid foundation in construction management as well as real-world business operations, but also equipped me with problem solving skills.

2. From November 2012 until April 2013, I had completed my internship training in Majulia Sdn Bhd. From the internship, I understand that high level of professionalism and communication are important for long term sustainability in business world. I am confident that the combination of practical work and solid education experiences has prepared me for an immediate contribution to your organization. I am also positive that the internship had vastly improved my technical knowledge skills and competencies to be a proficient employee.

3. My involvement in co-curricular activities organized by the university has sharpened my leadership skills, analytical thinking capability, being a team player and also the ability of working independently with a minimal supervision.

4. Despite the commitment in various activities, I have demonstrated a good academic performance and managed to attain good academic result with my current CGPA standing of 3.00 out of 4.00.

5. I look forward to being granted an interview as I feel there are great potential for my career development and an opportunity for me to contribute to your company. The enclosed resume provides more details of my skills and achievement track records. I can be reached by email at anakmalays84@gmail.com or by phone, 019-3534675

Thanks you for your time and consideration. Your utmost consideration is highly appreciated.

Yours faithfully,

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Siti Nabiela binti Othman
Construction Management,
Universiti Teknologi MARA Shah Alam
Enclosure: Resume
Siti Nabiela Othman



Siti Nabiela Binti Othman

No 34; Lorong 12 Taman Desa Kuala Muda

13110 Penaga

Pulau Pinang

[anakamalays84@Gmail.Com](mailto:anakamalays84@gmail.com)

019-3534675

EDUCATION

Bachelor Degree In Construction Management (Hons.), March2014-Dec2015, Universiti Teknologi Mara, Shah Alam, Selangor.

- Among Subject taken
 - Integrated Design Project
 - Project Evaluation and Development (Golf Course)
 - Civil Engineering Drawing.
 - Researcher Disserttation.
- Current CGPA: 2.60

Diploma In Building, December 2010 - December 2013, Universiti Teknologi Mara, Sri Iskandar, Perak

- Integrated Project
- Practical Industry 6 months with Majulia Sdn Bhd
- Current CGPA: 2.52

Malaysian Certificate Of Education (Spm), 2004-2008 , Smk Permatang Tok Labu

Penaga, Pulau Pinang

- Taken Trading , Geografi , Design
- Achieved:1A 3B,3C,1D,1E

TRAINING

Basic Self-Confidence Program, April 2014, Universiti Teknologi Mara , Shah Alam

- Short courses conducted by the Reserve Officer Training Unit (ROTU) to improve self-confidence in enhancing a better person.

Team Building Program MPDJ 2012/2013, May 2013, Universiti Teknologi Mara , Shah Alam

- Short courses conducted by Majlis Penghuni Desasiswa Jaya (MPDJ) to improve teamwork skill and trained how to be an excellent leader.

WORK EXPERIENCE

Company : **MAJULIA SDN BHD**
 Position : Site Clerk
 Project : Pembinaan Rumah Semi-D Alam Impian (20 march 2013)
 Salary : RM1500

Description of Duties

- 1) Monitoring site work progress and contractor report.
- 2) Issuing Purchase Orders for all material suppliers
- 3) Coordinating and maintaining current records of drawings and consultant revision notices
- 4) Distributing Drawings accordingly to Trades
- 5) Recording site minutes of meetings
- 6) Responsible for updating and keeping track of Construction Schedule
- 7) Daily Journal entry
- 8) Answering telephones and assisting in communications with the large group of contractors and consultants

Company : **STEADY CULTURE SDN BHD**
 Position : **MARKETING EXCECUTIVE**
 Salary : RM1800

Description of Duties

1. Analysing and investigating price, demand and competition
2. Devising and presenting ideas and strategies
3. Promotional activities
4. Compiling and distributing financial and statistical information
5. Writing reports
6. Organising events and product exhibitions
7. Monitoring performance
8. Managing campaigns on social media

ACTIVITIES AND INVOLVEMENT

- Kemahiran Insaniah ,Uitm Shah Alam .
- Talk to ALUMNI Construction Management , Uitm, Shah Alam
- Talk to Usahawan Muda , Uitm Shah Alam

SKILLS

Primavera P6 Programme

IT Proficiency Microsoft Office Applications (excellent), AutoCAD (intermediate), SPSS (intermediate)

Primavera P6 Programme (intermediate)

Speaking Proficiency Bahasa Malaysia (excellent), English (intermediate).

Writing Proficiency Bahasa Malaysia (excellent, English (intermediate)).

MOBILITY AND AVAILABILITY

- Mobility Possessed Car License
- Availability February 2016

EXPECTED SALARY: RM3000.00

OTHER RELATED INFO: Willing to travel

REFERENCES

Dr. Emna Marini
Head of Programme
School of Construction Management, FSPU
Campus
Tel: 04-5996250

Tn Hj. Mohsin bin Ali
Research Supervisor
School of Construction Management, FSPU
campus
Tel: 017-3841618

