



## Muhammad Zharif Aniq Bin Zulhaimi

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### CAREER OBJECTIVE

- To attain a challenging and dynamic career in the field of **Quantity Surveying, Cost Controller, Cost Estimator, Procurement & Contract Executive/Administrator** and **Project Planner & Control** in the oil and gas industry.
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### EDUCATION

- 2012 – 2014
    - *Universiti Teknologi Mara (UiTM) Seri Iskandar Campus*
    - Bachelor Of Quantity Surveying (Hons) 3.23\*/4.00 (\*current CGPA)
  - 2009 – 2012
    - *Universiti Teknologi Mara (UiTM) Seri Iskandar Campus*
    - Diploma in Quantity Surveying 3.05/4.00
  - 2007 – 2008
    - *Sekolah Menengah Sains Seremban (SASER), Seremban, N.Sembilan (SPM)*
  - 2004 – 2006
    - *Sekolah Menengah King George V (SMKKGV), Seremban, N.Sembilan (PMR)*
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### WORKING EXPERIENCE

- 2015 (Nov) - Present
  - *Zelan Construction Sdn Bhd*
    - **Current Position : Executive, Quantity Surveyor (Contract & Procurement Department)**
      - **Job Description :**
        - ♦ Preparing progress claims to client & payment certificates and payment/claim tracking for subcontractor and supplier
        - ♦ Prepare, liaise and finalize with related parties for final accounts matters.
        - ♦ Prepare and manage the cash flow of project. Making sure the project is under budget and finish within the contract period.
        - ♦ Prepare and manage all variation orders' proposal documents, attend meeting on each of the proposal regarding terms of commercial with Client.
        - ♦ Responsible in preparing Change Notice/Request for Information and managing Employer/ Engineer Instruction and all possible variations.
        - ♦ Prepare all matters related to subcontracting such as tender submission, contract documents, schedule of rates, request for quotations and etc.
    - **Projects Handled :**
      - ♦ Project Title :International Islamic University Malaysia (IIUM) campus in Gambang, Pahang

- ♦ Value : RM **835.61 mil.**
  - ♦ Concession period : 23 years.
- ♦ Project Title :Drawbridge, Kuala Terengganu, Terengganu
  - ♦ Value : **RM 248 mil.**
  - ♦ Contract period : 2 and half years.
- 2015 (Nov) – 2016 (Nov)
  - **KEB Oil & Gas Sdn Bhd**
    - **Current Position : Quantity Surveyor & Coordinator**
      - **Supply and Install LPG at Melawati Mall & NG at Four Seasons**
        - ♦ **Currently act as the Quantity Surveyor and Project Coordinator for the said project. Mainly responsible for :**
        - ♦ Preparing progress claims to main contractor & payment certificates for subcontractor and final accounts.
        - ♦ Prepare and manage all variation orders' proposal documents, attend meeting on each of the proposal regarding terms of commercial with Client.
        - ♦ Responsible in preparing RFI and managing E.I.
        - ♦ Prepare all matters related to subcontracting such as tender submission, contract documents, schedule of rates and etc.
        - ♦ Preparing ATI & ATO documents for submission.
        - ♦ Liaise with authority such as Suruhanjaya Tenaga (ST) and JKKP.
- 2014 (Nov) – 2015 (Nov)
  - **Oilman Engineering & Services Sdn Bhd**
    - **Current Position : Contract Administrator**
      - **Provision Of Engineering, Procurement, Construction, Installation And Commissioning ( EPCIC) For Crude Oil Export Pump For Petronas Carigali Sdn Bhd.**
        - ♦ Currently act as the contract administrator for the said project. Mainly responsible on :
        - ♦ Matters/ issues related to contracts.
        - ♦ Preparing payment certificates for subcontractor.
        - ♦ Prepare and manage all change order proposal documents, attend meeting on the said change order proposal in term of commercial with Client.
        - ♦ Responsible in preparing field instruction request.
        - ♦ Prepare all matters related to subcontracting, such as contract documents, schedule of rates and etc.
        - ♦ Preparing progress claim.
        - ♦ Responsible for managing and compilation of all change order and field instruction from Client.

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## ACHIEVEMENTS AND LEADERSHIP EXPERIENCE

- 2009 - 2014
  - **Universiti Teknologi Mara (UiTM) Seri Iskandar Campus**
    - **Final Year Project - 'The Involvement of Quantity Surveyors in Malaysia's Oil and Gas Industry'.**
      - The thesis objectives are to:
        - Understand the roles and functions of Quantity Surveyors in the Oil and Gas industry

- Identify the reasons behind the lack of Quantity Surveyors participation and awareness in the Oil and Gas industry
- Key findings of the thesis:
  - There are various quantity surveyor related positions offered in the Oil and Gas industry such as Cost Controller, Cost Estimator and Project Planner & Control encompassing both the Upstream and Downstream business of the industry.
  - These positions are best filled by a Quantity Surveyor with basic Oil and Gas industry knowledge.
  - The lack of awareness from the potential employee (graduates), the universities as well as the industry need to be addressed via more engagements (career fair/talk).
- **UiTM Perak Rugby Team Player**
  - 3<sup>rd</sup> place in the National Level Karnival Sukan Mahasiswa (KARISMA) for 2 consecutive years (2012 and 2013).
  - UiTM first podium finish in 11 years.
- **2007 – 2008**
  - ***Sekolah Menengah Sains Seremban (SASER), Seremban, N. Sembilan (SPM)***
    - Prefectorial Board
    - House Captain
      - Responsible in leading 300 strong house-members to ensure discipline, cleanliness and participation in school activities.
      - Won Best Overall House in 2008
    - Rugby
      - Appointed the School Rugby Team Captain and the President of Rugby Club
      - Represented the school team - State Level 3<sup>rd</sup> Place in Majlis Sukan Sekolah Negeri Sembilan (MSSNS) under-18 competition
      - Represented Negeri Sembilan State Rugby Team - National Level Runner-Up in Majlis Sukan Sekolah Malaysia (MSSM) under-18 competition
- **2004 - 2006**
  - ***Sekolah Menengah King George V (SMKKGV), Seremban, N. Sembilan (PMR)***
    - Rugby
      - Represented the school team - State Level Champion in Majlis Sukan Sekolah Negeri Sembilan (MSSNS) under-15 competition
      - Represented Negeri Sembilan State Rugby Team - National Level Runner-Up in Majlis Sukan Sekolah Malaysia (MSSM) under-15 competition

## CERTIFICATES

- **Training Dates: 26 – 28 August 2015**
  - **Name of course :**
    - Tropical BOSIET with EBS and Travel Safely by Boat (OPITO approved).
  - **OPITO Course Code :**
    - 5906
  - **The course covers modules on :**
    - Helicopter Underwater Escape Training (HUET) with EBS, Sea Survival & Emergency First Aid, Fire Fighting & Self Rescue and Travel Safely by Boat.
  - **Validity :**
    - Until 27 August 2019

## INTERNSHIP EXPERIENCE

- Jun 2011 – Nov 2011
  - *Pakatan Ukur Bahan Sdn Bhd, (Bangi branch)*
    - **Position :** Quantity Surveyor Intern
    - **Work Description:**
      - Heavily involved in preparing tender document, bill of quantities (BQ), taking off building elements, tender evaluation, preparing interim certificates, site evaluation as well as the final accounts.
    - **Key Achievements/Skills acquired:**
      - Acquired priceless knowledge of the roles and functions of Quantity Surveyors in different sides of the construction industry; Government, Contractor, Consultant.
      - Developed a thorough understanding in construction process; pre-tender stage, construction stage and post-tender stage
      - Attended site meetings for tender evaluation, progress update and prepared interim certificates.
      - Learned to manage and perform task in a competitive and challenging environment.
      - Involved in several multi million project teams:
        - Proposed Development Of High-End Apartment in Kia Peng.
        - 1MDB Army Quarters Project.
        - PKNS Bungalow Project in Bangi
        - Politeknik Balik Pulau

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## VOLUNTEER EXPERIENCE AND INTELLECTUAL INTEREST

- 2013 - 2014
  - *Dapur Jalanan ( Homeless Project)*
    - Volunteered in dapur jalanan activities to provide foods, drinks and clothes for the homeless people around Petaling Street area. This project has been established since early 2013 and operate every fortnight Saturday.
- 2013 – 2014
  - *Educational Talks and Intellectual Discourse*
    - Attended Prof. Syed Muhammad al Naquib bin Ali al-Attas class on moral and ethic in Islam at the UTM Semarak.
    - Attended Dr Mohd Asri Bin Zainul Abidin class of hadith from Riyadhus Solihin book at Mengkuang, Penang and Kelab Golf Perkhidmatan Awam (KGPA).

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## COMPUTING SKILLS

Type	Level
Microsoft Office	Competent
Buildsoft	Basic

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## LANGUAGES

Type	Speaking	Writing
English	Fluent	Fluent

Malay Mandarin	Fluent Basic	Fluent Basic
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## PERSONAL STRENGTHS

- Personally presentable, well groomed and confident in meeting people and making convincing presentations.
- A Strong follow up, project management and organizational skills.
- Creative in finding new ideas to both improve plans and solve problems.
- Well-developed communication, organizational and negotiation skills
- Enthusiastically looking forward to learn new things.
- Dedicated in performing the assigned task.
- An independent and a self-motivated person.

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## SALARY

- Expected Salary : RM **4,500.00**

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## REFERENCE

<b>Name</b>	Sr Tn Hj Rosli Bin Hussin	<b>Name</b>	Pn Haryati Bt Md Isa
<b>Position</b>	Ex-Head Of Quantity Surveying Department/ Senior Lecturer	<b>Position</b>	Senior Lecturer
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