





NUR SYAFIQATUL AQILLAH

Graduated student seeking for a full time position in any field that will provide her the opportunity for career advancement in professional world. I'm enthusiastic and driven with high willingness to learn as well as great comprehension and retention, fostering creativity, technical skills, interpersonal and communication within colleagues.

// PERSONAL CONTACTS

 IPOH, PERAK (*willing to relocate*)

 +60193810835

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// TECHNICAL SKILLS

MICROSOFT WORD

- *Advance*

MICROSOFT POWERPOINT

- *Advance*

MICROSOFT EXCEL

- *Intermediate*

AUTODESK AUTOCAD

- *Intermediate*

ADOBE PHOTOSHOP

- *Beginner*

// LANGUAGES

MALAY

- SPEAKING : *Advance*
- WRITING : *Advance*

ENGLISH

- SPEAKING : *Intermediate*
- WRITING : *Advance*

// REFERENCES

Dr. Nik Elyna Myeda
Senior Lecturer / Supervisor
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Eric Kamel Krishnan
Senior Manager
Customer Solutions Department,
MRCB
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// WORK EXPERIENCES

GRADUATE EMPLOYABILITY PROGRAMME (GEP)

Malaysian Resources Corporation Berhad (MRCB)

Oct 2019 – June 2020

Site : Vivo 9 Seputeh (Customer Solutions Department)

- Responsible for daily office administration by assisting homeowners in lodging defects, confirming and checking the progress status, handover the units' keys upon completion of defects' works and obtained approval for enhancement works.
- Liaise with tower masters and contractors on scheduling appointments for defect inspections upon request by homeowners.
- Prepare daily transmittal forms on the compilation of defect forms which need to be approved by superintending officer representative (SOR) and then distributed to respective CSD staffs and contractors.

INTERNSHIP PROGRAMMES

Jabatan Kerja Raya Perak (Bahagian Bangunan)

Jan – March 2018

- Assist building surveyor in conducting building condition assessment, prepare reports on building defects and reviewing recommendations to be submitted to the client.
- Assist in the inspection and status of disposable government assets.

Gemilang Maintenance Sdn Bhd

(Bangunan Gunasama Persekutuan Ipoh)

June – Aug 2017

- Assist building manager and technicians on facility management especially in managing the building, services, and occupants' satisfaction.
- Prepare building plan for the new alteration of offices using AutoCAD.

// EDUCATION

2019 – 2021 : UNIVERSITY OF MALAYA

Master of Facilities and Maintenance Management

- CGPA : 3.90

2015 – 2018 : Universiti Teknologi MARA (UITM)

Bachelor of Building Surveying (HONS)

- CGPA : 3.71

2014 – 2015 : UNIVERSITY OF MALAYA

Centre for Foundation Studies In Science (PASUM)

- CGPA : 2.89