



MUHAMMAD HAFIZ BIN RUDI

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PERSONAL PARTICULARS

IC Number	: 880411-14-6329	Gender	: Male
Nationality	: Malaysian	Age	: 27
Marital Status	: Married	Health	: Excellent
Religion	: Islam	Race	: Malay
Driving License	: B2/D		

EDUCATIONAL BACKGROUND

Institution	: Universiti Malaysia Pahang
Programme	: Bachelor of Electrical Engineering (Power System)
Duration	: 3 years (2010-2013)
Final CGPA	: 2.52/4.00
Institution	: Universiti Malaysia Pahang
Programme	: Diploma of Electrical & Electronics Engineering (Electronics Industry)
Duration	: 3 years (2006-2009)
Final CGPA	: 2.89/4.00
Institution	: Sekolah Menengah Agama Sains Kuala Pilah (SPM)
	: Sekolah Menengah Rendah Agama Nilai (PMR)
Duration	: 5 years (2001-2005)
Achievements:	SPM (5A 3B 3C 1D)
	: PMR (2A 3B 4C)

WORKING EXPERIENCE

Organization: DAYA OCI SDN BHD – Installation & Maintenance of HVAC systems for high rise buildings and precision air conditioning for computer server or instrumentation control rooms. The company is specialized in applying high end tools for the preventive & predictive maintenance, energy conservation and online maintenance. Apart from other buildings, our landmark projects are the installation and long term maintenance for HVAC system for PETRONAS Twin Towers.

Position : Technician / Team Leader

Duration : 15 December 2008 – 26 June 2010

Job Responsibilities:

- To carry out preventive and corrective maintenance for the air conditioning and mechanical ventilation systems included pumps, motor, air handling unit, fans, VAV boxes, heat exchangers and valves.
- Ensure all the equipment service and repair are promptly attended and rectified within a reasonable time in order to minimize the down time system operation.
- Develop and maintain good relationships with client.
- Perform calibration on testing machine like pump shaft alignment and motor bearing tester.
- Standby in case of emergency breakdown after office hours.
- Prepare and manage documents regarding all servicing works.

Organization: AFS ENGINEERING SDN BHD – A contractor specialist in offering services in System design and integration for Extra Low Voltage, Lighting, Audio Visual, Audio Visual Information Technology, Studio & Broadcasting.

Position : Site Engineer

Duration : October 2013 – January 2014

Job Responsibilities:

- Responsible for planning and execution the projects management which includes coordination, scheduling and supervision of project.
- Liaise and coordinate with customers, consultant, and sub-contractor on the requirement, contractual and technical matter.
- Attend all project coordination meetings.
- Monitoring & ensure timely completion of projects.
- Overall project control from design, cost control to implementation and completion.
- Act as a team player committed to working in a quality environment with the ability to work independently and with all levels of management.
- Develop and implement the process to manage the project and service contracts appropriately with all required documentation.

Project Involved:

- The proposed supply, delivery, installation, testing and commissioning of Building Security System (BSS) and Audio Visual (AV) for sub-contractor works to the general office areas, common spaces and special area of
 - 1) HWU City Campus at lot 5C4, Precinct 5, Putrajaya.
 - 2) Ministry of Transportation at lot 4G5, Precinct 4, Putrajaya.
 - 3) Suruhanjaya Pilihan Raya Malaysia at lot 2C10, Precinct 2, Putrajaya.
 - 4) Tabung Haji Building JAKIM C, Precinct 3, Putrajaya.
 - 5) MITI Headquarters (Ministry of International Trade & Industry) Jalan Duta Kuala Lumpur for Building Security System (BSS).

Organization: IRYAS INCORPORATION (M) SDN BHD – Site Constructions (Cadangan Merekabentuk, Membina, Menyiapkan, Menguji dan Mentaullahkan Pusat Latihan Hospitaliti dan Kerja-Kerja Berkaitan Dengannya Di Kampus Sultan Azlan Shah, Universiti Pendidikan Sultan Idris Shah, Tanjong Malim, Perak)

Position : Clerk of Work M&E

Duration : February 2015 – Present

Job Responsibilities:

- To assist Resident Engineer role.
- To assist Resident Engineer and contractor and ensure compliance to all project schedule and budgets and evaluate all associated equipment and workforce to meet all design requirements.
- Perform regular inspection and site join measurements and certify work done.
- Check and evaluate contractor's weekly and monthly quality and monthly progress report.
- To document all mechanical and electrical activity and perform regular inspection and site join measurement to check progress of project and for contractor's interim claims.
- To coordinate with survey team and monitor work schedule as per construction project and collaborate with contractor and suppliers to ensure compliance project drawings and specifications.
- To monitor and implement all safety program for projects and for assign areas.

EXTRA – CURRICULAR ACTIVITIES

2006 – 2013

- Karnival TaHa@U at UMP under Tabung Haji and Berita Harian
- Member of Electrical and Electronic Engineering Society Club, (EEES), (2010-2013) Universiti Malaysia Pahang
- Participated in Sukfac (Sukan Fakulti) Sepak Takraw,Universiti Malaysia Pahang
- Volunteer in Masum (Majlis Sukan Universiti Malaysia),Universiti Malaysia Pahang
- Participated in Hand Ball Tournament,Universiti Malaysia Pahang
- Participated in Futsal Tournament,Universiti Malaysia Pahang
- Committee member of Art & Culture of Islamic Exhibition,Universiti Malaysia Pahang
- Committee member of Extreme Club (Survivor Camp), Universiti Malaysia Pahang
- Committee Technical & Tool, Universiti Malaysia Pahang

REFERENCES

TN. HJ SAIFUDDIN BIN YAHAYA
Resident Engineer
IRYAS INCORPORATION SDN BHD
Phone No: 019-2076911
Email: saifyahya@gmail.com

EN. ANUAR BIN AHMAD
Project Manager
IRYAS INCORPORATION SDN BHD
Phone No: 013-3420314
Email: anuar170@gmail.com

JOB APPLICATION

Employment	: Permanent/ Contract.
Job Placement	: Entire Malaysia.
Others	: Ready to accept new field and any challenge.
Possess own transport	: Car/Motorcycle.
Availability	: 1 month notice