

NOOR AFQAH BINTI YUSOF

LOT 579, BATU 7 ¾,

KAMPUNG PANTAI,

71770 SEREMBAN,

NEGERI SEMBILAN.

3rd February 2017

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

APPLICATION FOR QUANTITY SURVEYOR POSITION

I wish to apply for quantity surveyor position in your company.

I am a holder of Bachelor Degree in Quantity Surveying & Diploma in Quantity Surveying. I have known myself that I could adapt to the organization's culture and have skills that can contribute towards the success in carrying out the duties.

My effort involvement in many activities outside the academic circle has served me well in increasing my leadership and communication skills, which are essential to succeed in the working world.

I have about 4 years of work experience pertaining to the work industry, other than that I have gone through six months of industrial training during my study where I was given tasks equivalent to be a leader. I have performed well during the training which helped me expose to various skills and practical knowledge.

My career began since January 2013, I worked as an Assistant Contract at Cobrain Holdings Sdn Bhd for one year. My key of responsibility was getting involved with quantity surveying duties including pre contract and post contract stage such as tender preparation including taking off and pricing, claims preparation, progress report, site measurement, PO preparations and many more.

A year after that, I joined Evershine Stainless Steel Sdn Bhd. The nature of this company is manufacturing stainless steel items. My job duties are more specific to pre contract stage such as preparing costing and quotations but I also involved in post contract stage such as reviewing contract conditions, preparing claims, measurement on site and final account.

On January 2015, I enter Ebac Home Sdn Bhd after get married. The nature of this company is about construction of cabinets including kitchen cabinet, wardrobe and vanity cabinet, TV console and many more. This company is a subsidiary of Fiamma Holdings Sdn Bhd. One of my duty is assisting the

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commercial staff in the compilation of data of contracts (including taking off, documentations). Other than that I am assisting the procurement side (prepare & check PO's preparation) in monitoring the sub-contractor's performance. I am the person who responsible to monitor the submission of claims every months. Other than preparing costing for stated items, I also prepare the cost sheet for awarded project for budgeting purposes.

I currently seek to join a company that offers opportunity for growth and advancement. I would be proud to be a part of MMC continued success. I will bring to the company strong leadership competencies and strong decision making abilities. I am also young, energetic and committed to achieve corporate goals.

I have attached my resume for your reference that shows my abilities to be a leader, who is able to work in a team environment, set and achieves long and short term goals, think analytically and solve problems. I believe my knowledge and technical knowhow in the field of quantity surveying will help me contribute a great deal to your company and can perform well in the graduate position you are offering.

I appreciate your time reviewing my application and I look forward to meeting with you to discuss the position further at convenient time. I can be contacted by phone (0172770729) anytime and the following e-mail address noorafiqah90@yahoo.com

Thank you for your consideration.

Yours faithfully,

NOOR AFIQAH BINTI YUSOF

PERSONAL PARTICULARS

NAME : NOOR AFQAH BINTI YUSOF
 DATE OF BIRTH : 23 OCTOBER 1990
 EMAIL : noorafiqah90@yahoo.com
 ADDRESS : LOT 579, BATU 7 ¾, KAMPUNG PANTAI, 71770
 SEREMBAN, NEGERI SEMBILAN DARUL KHUSUS
 CONTACT NO. : 017-2770729
 NATIONALITY : MALAYSIA
 GENDER : FEMALE
 MARITAL STATUS : MARRIED



NOTICE OF AVAILABILITY : 1 MONTH
 LICENSE : CLASS D
 EXPECTED SALARY : RM4200 (NEGOTIABLE)

QUALIFICATION

1. QUALIFICATION : BACHELOR IN QUANTITY SURVEYING (HONS.)
 CGPA : 2.95
 UNIVERSITY : UNIVERSITI TEKNOLOGI MARA SHAH ALAM
 YEAR OF GRADUATED : 2013
2. QUALIFICATION : DIPLOMA IN QUANTITY SURVEYING
 CGPA : 3.16
 UNIVERSITY : UNIVERSITI TEKNOLOGI MARA, PERAK
 DATE OF GRADUATED : MAY 2011
3. QUALIFICATION : SPM (TECHNICAL SCIENCE)
 MAJOR : ELECTRICAL AND ELECTRONICS
 RESULTS : 3A 3B 5C
 YEAR OF GRADUATED : 2006
 QUALIFICATION : PMR

4. SCHOOL : SEKOLAH MENENGAH AGAMA DATO' KLANA PETRA MA'AMOR
AMPANGAN, SEREMBAN

RESULTS : 5A 4B

YEAR OF GRADUATED : 2004

SKILLS

COMPUTER SKILLS









LANGUAGES

PROFICIENCY (0=Poor - 10=Excellent)

LANGUAGE

SPOKEN

WRITTEN

MALAY

ENGLISH

EMPLOYMENT HISTORIES

1. COMPANY NAME : EBAC HOME SDN BHD
 POSITION : QUANTITY SURVEYOR
 FROM/TO : JANUARY 2015 - PRESENT
 SALARY : RM 3200.00
 WORK DESCRIPTIONS : TENDER FILLING - COSTING FOR CABINETS, WARDROBE ETC.
 : PREPARATION OF LETTER AWARD FOR SUBCONTRACTORS
 : CHECKING PO's PREPARATION (PROCUMENT)
 : CLAIMS PREPARATION
 : PREPARATION OF COST SHEET (BUDGETING FOR AWARDED JOB)-PROCUMENT
 PROJECT : HEDGEFORD 10 RESIDENCES
 : TIARA MUTIARA 2, PUCHONG
 : EAST PARC, MENJALARA
 : TWIN GALAXY APARTMENT, JOHOR BAHRU
 : KALLANG RIVERSIDE, SINGAPORE

2. COMPANY NAME : EVERSHINE STAINLESS STEEL SDN BHD
 POSITION : QUANTITY SURVEYOR
 FROM/TO : JANUARY 2014 – DECEMBER 2014
 SALARY : RM 2800.00
 WORK DESCRIPTIONS : PREPARE QUOTATION/COSTING/ ON SITE MEASUREMENT (STAINLESS STEEL
 WORKS)
 : ADMNISTRATION RELATED TO PRE AND POST CONTRACT
 : SITE VISIT/SITE VALUATION/SITE MEASUREMENT
 : PREPARE PROGRESS CLAIMS & SUBCONTRACTORS CLAIMS
 : PREPARE VARIATION ORDERS
 : PREPARE FINAL ACCOUNT
 : LIAISE WITH MAIN CONTRACTOR,SUBCONTRACTORS AND SUPPLIERS
 PROJECT : NU SENTRAL, KL SENTRAL (CLIENT: MRCB)
 : ST REGIS, KL SENTRAL (CLIENT: DAEWOO ENGINEERING)
 : KLIA 2 (CLIENT: PUSPAJAYA ALUMINIUM)
 : SHAFTSBURY SQUARE PUTRAJAYA (CLIENT: IKHASAS)

3. COMPANY NAME : COBRAIN HOLDINGS SDN BHD (MAIN CONTRACTOR)
 POSITION : ASSISTANT CONTRACT
 FROM / TO : JANUARY 2013 UNTIL DECEMBER 2013
 SALARY : RM 2500.00
 WORK DESCRIPTIONS : PREPARE BILL OF QUANTITIES
 : MEASUREMENT/TAKING OFF QUANTITIES
 : PREPARE BUILT UP RATES
 : PREPARE REPORT OF MEETING
 : FILL IN TENDERS
 : SITE VALUATION/SITE VISIT/SITE MEASUREMENT
 : PREPARE CLAIMS & SUBCONTRACTOR'S CLAIMS
 : PREPARE VARIATION ORDER & DOCUMENTATION FOR EOT
 : GENERAL OFFICE WORKS
 : LIAISE WITH SUBCONTRACTORS AND SUPPLIERS (NEGOTIATE PRICE OF MATERIAL)
 : PREPARE DELIVERY ORDER & PURCHASE ORDER
 : TOOLS: MICROSOFT OFFICE, EXCEL, PROJECT, AUTOCAD
 EXPERIENCED IN ISO 9001:2008
 PROJECT: PHARMASERV FACTORY (CLIENT: KPJ BERHAD)
4. COMPANY NAME : NS BINA
 POSITION : PRACTICAL TRAINEE
 SPECIALIZATION : QUANTITY SURVEYING
 ROLE : QUANTITY SURVEYOR
 ALLOWANCE : RM 350.00
 FROM / TO : DECEMBER 2009 TO JUNE 2010
 WORK DESCRIPTION : PREPARE BILL OF QUANTITIES/PREPARE BUILT UP RATES
 : PREPARE REPORT OF MEETING
 : FILL IN TENDERS
 : SITE VALUATION/SITE VISIT
 : PREPARE CLAIMS/LIAISE WITH SUBCONTRACTORS AND SUPPLIERS
 : PREPARE DELIVERY ORDER & PURCHASE ORDER

REFERENCE

NAME : AMIRA BASYIRAH BINTI AZMAN
PHONE NO. : 012-9153991
POSITION : QUANTITY SURVEYOR