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| **OBJECTIVES WORKING**  To contribute and apply the knowledge and improve the skills that have been develop and experienced towards the company’s objectives and visions. |



**PERSONAL PARTICULAR**

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| **NAME** | Nornita Safinaz Binti Johari |
| **AGE** | 30 |
| **IC/NO** | 870323085328 |
| **CURRENT**  **ADDRESS** | 251,Jln Belida,Kg Sg. Tapah Tambahan,  30020 Ipoh,  Perak. |
| **CONTACT** | 011-37273781/018-5757801 |
| **EMAIL** | [nornitajohari@gmail.com](mailto:nornitajohari@gmail.com) |
| **DATE OF BIRTH** | 23 March 1987 |
| **GENDER** | Female |
| **NATIONALITY** | Malaysian |
| **RACE** | Malay |
| **RELIGION** | Islam |
| **MARITAL STATUS** | Single |

**EXPERIENCE**

More than one (8) years experience in onshore drafting, design, estimates, coordination work. Specification in drawing using AutoCAD software. Experience includes drafting of Structural detailed drawings and shop drawings for fabrication work. Completely familiar with various commercial computer software's such as Windows, AutoCAD release 11, 12, 13(windows and DOS system), 14(windows) and AutoCAD 2000 to 2014, Microsoft Word, Excel and basic in BOCAD Structure software & PDMS software.

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| **SAPURA KENCANA PETROLEUM** | **STRUCTURAL DRAUGHTMAN** |
| Engineering Department  Plot D1 Lumut Port Industrial Park, Kampung Acheh  Mukim of Lumut Daerah Manjung  32000 Sitiawan  Perak Darul Ridzuan | **INDUSTRY**  Oil / Gas / Petroleum  **SPECIALIZATION**  Engineering - Oil/Gas  **POSITION LEVEL**  Non-Executive  **DURATION**  2011 – Nov 2016 |
| **SIME DARBY ENGINEERING SDN BHD** | **DRAUGHTMAN** |
| Engineering Department  Plo 336 Jalan Suasa  81707 Pasir Gudang  Johor. | **INDUSTRY**  Oil / Gas / Petroleum  **SPECIALIZATION**  Engineering - Oil/Gas  **POSITION LEVEL**  Non-Executive  **DURATION**  2008-2011 |

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| Duration | Project | Client |
| June 2016 – Nov. 2016 | B15A & B11 Jacket | SapuraKencana Energy |
| Nov. 2015 – Nov.2016 | RS18/20&21  (3 nos. Jacket & Topside) | ONGC  (Mumbai India) |
| Jan 2015 – May 2016 | BERGADING C/D& KESUMBA  (3 nos. Jacket & Topside) | HESS |
| Oct. 2014 – Oct. 2015 | TAPI-A  /MELATI/AMARIT&MUDA  (4 nos. Jacket &Topside) | CPOC Carigali |
| Nov. 2014 – Sept. 2015 | ANGSI | PETRONAS Carigali |
| Dec. 2014 – Oct. 2015 | LAYANG Jacket | JX NIPPON |
| Apr. 2014 – Dec. 2015 | WHEATSTONE LNG | BECHTEL |
| Aug. 2013 – Apr 2014 | ICTHCY | GE |
| 2012 - 2013 | TAPIS Jacket | EXXON MOBIL |
| 2011-2012 | KPOC Jacket | PETRONAS Carigali |
| 2011-2012 | SERENDAH Jacket & Topside | MURPHY |
| 2008-2011 | KUMANG CLUSTER  (6 nos Module Project) | PETRONAS Carigali |

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| **RESPONDSIBILITIES** |
| * Monitoring the preparation of shop drawing by ACAD, X-Steel or BOCAD. * Prepared detailed shop drawings and check as per clients specifications and company standards. * To plan, organize and coordinate the various drafting activities in the engineering discipline (E & I, Mechanical, Piping and Structural) to meet design specifications through the respective Senior Draughtsman. * To liaise with clients and other departments, not limiting to, such as Quality Control, Project Management Team, Proposal, etc for the necessary interface control coordination to attain the assigned objectives with efficiency. * To ensure all drawings c/w material specifications once received in orderly manner. Discrepancy to be highlighted to the Drafting Coordinator and Draughtsman.   To prepare and check material take-off (MTO)   * To identify the equipment/material to be used for the project. * To strictly control and monitor the material take-off activity. * To ensure the corrections of the quantity as required for the completion of the project. * To ensure specification compliance.   To check and re-arrange cutting plan from BOCAD or X-Steel software as per AFC/IFC drawings   * To maximize used material and minimize the surplus * To fine-up material shortage or enough for fabrication at site. * To prepare and check purchase requisition (P.R) using computer by SAP. * To prepare and check non destructive examination (N.D.E) drawings which consists of joint or weld number. To ease inspection and reporting. * Assist engineer to prepare and check weight control report. – Weight and center of gravity (C.O.G) will be provided by exercising continuous control, monitoring and data updating.   To prepare and check Engineering Revision   * This procedure serves as a guideline for preparation, issuance, recording and updating of drawing due to changes induced by either Client, Consultant, PMT or Engineering Department through Engineering Revision (ER), Site Technical Query (STQ), Technical Clarification (TC) or Site Modification (SM) wherever applicable.   To prepare and check ship loose item to be fitted at offshore.   * To prepare all documents related and listed as per drawings to PMT for packaging. * To prepare and check As-Built drawings as per site requirement during construction.   To prepare and check MTO for Bidding project.   * Early process / activities in preparing technical documentation to get the project before awarded to the company.   Monitoring and control drawing list status (Shop, NDE. Client’s etc.)   * This process is control by planned target as per drawing planning package * To monitor and control submission / issued and received drawing and to related department such as PMT, PSD, CLIENT’S etc.   To prepare and perform Inter-Discipline Check.   * To ensure there is a smooth technical interface between each discipline. * To ensure that the drawings generated had an inter-discipline check to avoid any clashes at site. * To liaise with PDMS to clarify any problems associated with design, drawings and clash within inter-discipline. * To ensure the X-Steel/BOCAD model incorporating the Engineering Revision and Site modification for as-built purposes   To prepare and check Final Documentation (As-Built) to hand over to EDC   * To outline the preparation of engineering final documentation as a part of contractor requirements. It is also to clarify the scope of work of Engineering Department where by there doc. to be completed before hand over to the final Documentation Coordinator.   To prepare Back-up files.   * All softcopy documents and drawing shall be updated with the latest revision to avoid any damage or lost information that may affect in producing drawings * All back-up activities shall be record in logbook.   Site visit   * Review the project during fabrication stage * Discussing with PMT and contractor to clarify any problem at site. * To make sure PMT get the latest revision of drawing before fabricated. |
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| **SIME DARBY ENGINEERING SDN BHD** | **PRACTICAL STUDENT** |
| Engineering Department  Plo 336 Jalan Suasa  81707 Pasir Gudang  Johor. | **INDUSTRY**  Oil / Gas / Petroleum  **SPECIALIZATION**  Engineering - Oil/Gas  **POSITION LEVEL**  Non-Executive  **DURATION**  Jun 2008 – Dec. 2008 |

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| Project | KEBABANGAN PROJECT |
| Client | PETRONAS CARIGALI |
| Duration | 2008 - 2011 |

**EDUCATION**

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| **KEMAHIRAN TINGGI MARA (KKTM PASIR MAS)** | |
| 2005-2008 | Diploma In Mechanical Design And Draugthing(CGPA: 2.96) |

**SKILLS**

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| **Software** | * Microsoft Excel &Microsoft Word * Autocad 2000 to 2016. * Bacis BOCAD * Bacis PDMS |

**LANGUAGES**

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| **Language** | **Spoken** | **Written** |
| Bahasa Malaysia (Primary) | **10** | **10** |
| English | **6** | **6** |

*Proficiency level: 0 - Poor, 10 – Excellent*

**MISCELLANEOUS**

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| **Language** |  |  |
| **Expected Salary :** | **:** | **RM3500(Nego)** |
| **Wiling to Travel :** | **:** | **Moderate** |
| **Wiling to relocate** | **:** | **Will Consider** |
| **Posses on transport** | **:** | **Yes (Car)** |
| **Availability** | **:** | **Immediate (any time)** |

**REFERENCES**

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| **SAPURA KENCANA PETROLEUM** |
| 1. Ruslan Bin Zainal Abidin   Head Of Section Structural  +6012-5829981 |
| 1. Muhamad Gadapi Bin Raop Ridzi   Coordinator Project  +6012-4674358 |