



NURIN BATRISYIA NORMAN

A 25 years old Quantity Surveyor graduate with experience in Facilities Management and Business Development keen to apply my management skills and begin my career in a high-level professional environment.



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WORK EXPERIENCES

Sime Darby Auto Performance

Business Development & Admin Assistance (November 2021 - Current)

- Responsible for administrative works in daily task: Sourcing for RFQ, raising Purchase Orders, processing utilities invoices for payments, and filing systems, but not limited to Sg. Besi, Johor Bharu, and Penang branches.
- Dealing with RFQ as well negotiating quotation price with vendors according to our MPLAN budget.
- Currently leading a renovation project of transforming our merchandise area into a lounge under HOD supervision. In process of designing with our selected local architect and regional architect twice a month.
- Supervising contractors' works for our building defects rectification, and ensuring the work done and workmanship are following the drawings and specifications.

Riaplus Sdn. Bhd. / Jabatan Kerja Raya

Quantity Surveyor Trainee (February 2021 – April 2021)

- Preparing Interim Payment for contractors' work done based on the site evaluation done.
- Attending discussions of Extension of Time and Variation Orders claimed by contractors. Discussing whether the justifications given are valid to be approved.
- Managing filing systems for each project in charge. Official letters, Memos, Monthly payments, etc will each have their own file and stored in project orders.

Permodalan Nasional Berhad (PNB) – Facilities Management Department

Graduate Executive Trainee (GET) (March 2020 – October 2020)

- Assisting Building Manager and Chargeman in the daily function and duties of facilities management and administration, such conducting daily on-site visit to check on the system, facilities and maintenance contractors, ensuring building is satisfactorily managed, safe and any repairs to be carried out timely.
- Managing and maintaining filing systems and keep record of; Official Letters, Memorandums, Invoices, Service Agreements, Purchasing Orders, and other related documents.
- Develop an online platform for tenants to submit any inquires or complaints; Customer Service Form, Extra Air-conditioning Rental Form, Lobby Rental Form, and Request for Renovation form.
- Preparing minutes and reports for a meeting.
- Liaising with tenants' on enquiries and complaints through phone calls, emails, walk-in or letter. Coordinate with the respective personnel to rectify the issue, follow-up actions by the facilities team and keep record of the complaints.
- Producing Building Monthly Report that consist of monthly utilities bill, general services bills, service agreement, customer service report, and other related documents. Ensuring all license and service agreement are up-to-date.
- Reviewing construction plans and preparing Bills of Quantity (BQ) for upcoming building renovation works.
- Involve in reviewing construction plan, supervising and checking renovation works and repair works done by contractors as per tender specifications.
- Assisting in handover of vacant units to owners including preparation of documents and forms, unit keys, and access cards.
- Attending to renovation application matters such as processing renovation work approval, coordinate with the different sections for approval of renovation plans, processing and refunding of renovation deposits.
- Ensuring proper and completed drawings are submitted and properly circulated to relevant divisions/ personnel.

SKILLS & COMPETENCIES

Bahasa	★★★★☆	AutoCAD	★★★★☆
English	★★★★☆	CostX	★★★★☆
Microsoft / Word / Excel Power Query/ PowerPoint	★★★★☆	Power BI	★★★★☆

EDUCATION BACKGROUND

2019 - Bachelor in Quantity Surveying
Infrastructure University Kuala Lumpur (IUKL)

2016 - Foundation in Arts

Infrastructure University Kuala Lumpur (IUKL)