**Nur**

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|  |  | Email: [nur-395558@gulfjobseeker.com](mailto:nur-395558@gulfjobseeker.com) | |
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**PERSONAL SUMMARY**

An experienced **Senior Lead Engineer** with a demonstrated history of working in the international trade and development industry. Skilled in Occupational Health, Construction, Proposal Writing, Hazardous Materials, and Project Coordination. Strong engineering professional with a Master's Degree focused in Marketing/Marketing Management. A proven ability to manage largescale projects and a dynamic leader, with business acumen, producing results and delivering within agreed budget and deadlines. Seeking a new professional challenge to apply a highly transferable skill set.

**KEY SKILLS**

▪ Property management, refurbishment and renovations

▪ Space management

▪ Buildings and grounds, asset or property management

▪ Health & safety, facilities management/maintenance.

▪ Experienced leader, competently manages and motivates team members ▪ Capable of managing a variety of tasks within agreed timescales

▪ Keen attention to detail and high quality of work consistently delivered

**EMPLOYMENT HISTORY**

**Lead Civil Engineer**

Jeddah, Saudi Arabia

**Nov 2017- Present**

* Handling complex civil / architect engineering tasks and issue in IDB HQ building, regional office and gateway office
* Project planning and management of office builds refurbishments, moves and the cyclical redecorations (external and internal) management
* Development of annual work program, KPI’s, Budget, and business plan for division
* Oversee the execution of the engineering work programs and target
* Lead activities related to structural and architectural design for different facilities projects
* Space management in liaison with the concerned departments
* Oversee the bidding process for renovation / maintenance related tenders
* Health & safety management
* Develop RFPs and estimate initial costs
* Evaluate technical bids submitted by contractors for renovation / maintenance projects
* Coordinate related to Bids Evaluation Committee of the Corporate Services Complex
* Managing contractors working on different renovation, and maintenance project
* Lead and ensure all specialist engineering support and effective coordination with Engineering team
* Advice the required safety and environmental standards
* Compliance of construction, renovation and maintenance as per the regulatory requirements
* Lead analysis for reports, technical drawings, blueprints, photography to plan construction, renovation, and maintenance projects
* Prepare periodic reports on performance of building and maintenance operations

**Senior Officer Property Management**

Jakarta, Indonesia

**Nov 2011 – Nov 2017**

* Manage ASEAN Secretariat Building Complex
* Project planning and management of office builds refurbishments, moves and the cyclical redecorations (external and internal) management
* Sourcing contractors for building refurbishments and ensuring work is completed to standard and within the budget
* Preparing scope of work, supervising building maintenance facilities,
* All hard and soft services including cleaning contracts, security and mechanical/electrical/building maintenance
* Building fabric maintenance, fixtures and fittings repair
* Mechanical services repair and renewal management
* Health & safety management
* Calculating and compiling costs for required goods and services
* Responsible for a call-out system for emergencies, security and alarm-related call-outs
* Fire safety procedures and compliance
* Conduct and supervise field inspections, construction and repair work.
* Project calculations, and design,
* Preparation of drawing and shop drawing
* Liaise with construction management and consultant for preparation of ASEAN secretariat New Building

**Civil Engineering Technician** **Jan 2007 – Nov 2011**

Dili, Timor-Leste

* Manage UNITED NATIONS (UNMIT) Compound
* Conduct and supervise field inspections, construction and repair work.
* Preparing scope of work, supervising building maintenance facilities,
* Coordinating staffs to ensure work is carried out to safety,
* Progress monitoring, Project scheduling (material and labor) Supervision,
* Technical and material monitoring, liaising with subcontractors,
* Project calculations, and design,
* Preparation of drawing and shop drawing.
* Liaise with contractor for project design

**Civil Engineer**

Bahtera Pesat Lintasbuana. PT

Jakarta, Indonesia

**Mar 2003 – Jan 2007**

* Liaising with clients and subcontractors,
* Preparing scope of work and Bill of Quantity, and drawing
* Project calculations and design.
* Supervision, technical and material monitoring,
* Provided support to Production material schedule and shop drawing,
* Interpretation of Drawings, Working with time / deadlines on respective budgets,
* Reporting to Management on project progress,
* Occupational Health & Safety,
* Coordinate with subcontractors and supervisors, Identify issues on projects

**Sales Associate**

Exxon Mobil

Connecticut, USA

**Mar 2000 – May 2003**

* Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service.
* Maintain an awareness of all promotions and advertisements.
* Provided effective and efficient material and logistic supply,
* Receiving & inspection, warehousing, storage,
* Improving warehouse operations, managed daily, weekly and monthly report,
* Managed All Selling products for Production Consumable items

**Site Engineer** **Mar 1997 – May 2000**

Wijaya Karya PT

Jakarta, Indonesia

* Project scheduling (material and labor) for precast works,
* Supervision, technical monitoring for precast,
* Interpretation of Drawings, Drafting duties,
* Prepared shop drawing for precast placement,
* Engineering calculations, and design.
* Supervise precast sub-contractor, preparing documents

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**EDUCATION**

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(Bachelor degree) Civil Engineering, National Institute of Science and Technology,

**Graduated 1997**

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(Master degree) Marketing Management, Prof Dr. Moestopo University,

**Graduated 2015**

**COURSE & TRAINING**

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| • | Concrete and steel construction | 1992 |
| • | Basic Security in the field | 2007 |
| • | Advance Security in the field | 2007 |
| • | Work safely in the construction industry/ White card (CPCCOHS1001A) | 2009 |
| • | LCC (Local Committee and Contract) | 2010 |
| • | Workplace Hazardous Materials Information System | 2010 |
| • | MH Safety Fundamental of Project Management, ALISON | 2011 |
| • | Supervisory Skills | 2011 |
| • | Effective Corporate Services Delivery Workshop | 2014/15 |
| • | Property Management, GMT Institute | 2016 |
| • | Forklift License (LF) | 2016 |
| **OSH Academy, Oregon** | | **2010** |

* 48 Hours Occupational Safety and Health Manager
* 40 Hours Occupational Safety and Health Specialist
* 36 Hours Occupational Safety and Health Supervisor
* 36 Hours Occupational Safety and Health Trainer
* 36 Hours Safety and Health Committee Leader
* 32 Hours Safety and Health Committee Member

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