

RESUME



MOHD ZULKAMAL BIN MOHD ZAINI

PERSONAL PARTICULAR

Name : Mohd Zulkamal Bin Mohd Zaini

Address : A-L13-02, Residensi Setia Impian, Taman Residensi Impian, 43000, Kajang, Selangor

Telephone Number : 011-12427025

Date of Birth : 15 November 1994

Email : mzulkamal3@gmail.com

Personal Certification : Registered with Engineering Board as an Engineer

EDUCATION

Level **Bachelor of Engineering Technology (Hons)**
Major Mechanical Maintenance
Name of Institution Universiti Teknikal Malaysia Melaka (UTeM)
Location Ayer Keroh, Melaka
Graduation year November 2017

Level **Matriculation College**
Field of Study Science
Name of Institution Kolej Matrikulasi Kedah (KMK)
Location Changlun, Kedah
Graduation year April 2013

Level **Sijil Pelajaran Malaysia (SPM)**
Name of Institution Sekolah Menengah Kebangsaan Agama Yan
Location Sungai Petani, Kedah
Examination Year 2011

WORKING EXPERIENCES

Company Name : **ROCHE SERVICES & SOLUTIONS APAC**
Site Management : Sunway Pinnacle & Menara Sunway Annexe
Position : Facilities Specialist, Facilities Management
Date joined : Oct 2021 – Present

- Manage facilities operation in the daily function and duties of facilities management, administration and project by integrating people, place, process & technology and to provide the best services to our affiliates and partners i.e. Roche Pharmaceuticals & Roche Diagnostics Malaysia
- Ensure that all defects and complaints, among others attended to promptly and efficiently after renovation complete. Defects, under defects liability period are compiled and forwarded to the main-contractor and to ensure satisfactory rectification of defects within reasonable time
- Develop, plan and coordinate all maintenance services through Group ServiceNow including electrical distribution, extra low voltage, mechanical, and plumbing system for maintenance team to ensure high standards of maintenance work accordance to best practices so as to ensure serviceability, reliability of facilities and cost optimization
- Apply continuous improvement & energy saving by managing the LED lighting schedule, controlling and monitor the VRV and FCU cooling load capacity and others related to Facility Management Department
- Act as Purchase Request focal point to raise material and service request through myBuy SAP system. Administer and follow-up on PR process until issuance of Purchase Order to respective vendors and suppliers
- Responsible to arrange soft service activities such as pest control, office landscape, on-site document shredding and overall office cleaning services that includes waste management and waste recycling through partnership with Roche vendors, suppliers and contractors
- Prepare and monitor operation forecasted budget, operation expenditure (OPEX) and Capital expenditure (CAPEX) via proposal to facilities & project management every year
- Coordinate and assist project management team to prepare the best test fit office floor space in term of design, space allocation, capacity requirement and office amenities for the new project proposal and New Ways of Working (NWoW) renovation
- Joint with a tendering process with procurement team for all service providers and project team (contractor) for renovation & green consultancy including with technical, design & proposal and commercial.
- Produce and configure all employees and contractors access cards, review and revoke access, act as access-card system owner alongside IT team. Manage access card stock and replenish for new-joiners and leavers and access card replacements. Coordinate visitor registration and visitor passes process
- Manage office security through supervision of security guards, conduct monthly office security operational review. Develop the monthly report for guards patrolling by QR Code and review in the spreadsheet for Group Security Committee Meeting

Company Name : **UEM EDGENTA BERHAD**
Position : Facilities & Project Engineer
Date joined : Feb 2017 – Oct 2021

Menara UEM Edgenta (HQ), Bangsar South, Kuala Lumpur (Jan 2019 – Oct 2021)

- Performing Building Condition Assessment (BCA) program and engineering support at all facility management managed by UEM Edgenta i.e. CIMB Bank Tower (5 Buildings), Bank Negara Malaysia (Recovery Centre) Shah Alam & Johor Bahru, Menara AmBank, Mercu UEM Group, Setia Haruman Cyberjaya, Prime Minister Office (PMO) Putrajaya and Sime Darby Auto City (Ara Damansara)
- Develop the proposal report from BCA program and submit to client for their awareness and condition of the building system.
- Analyze and develop technical report, incident report, proposals, identifies trends for the facilities & equipment breakdown, and costing budget for Asset Mechanical condition i.e Chilled Water Pump, AHU & FCU System, Ducting System, and Lift and Escalator System for continuous improvement action with Group Safety, and Site IT
- Assist various site under UEM Edgenta contract for any technical issues related to breakdown, retrofit project and project proposals.
- Manage and responsible to apply and comply all building and office statutory certificates requirement from authorities including BOMBA, DOSH, Suruhanjaya Tenaga, GBI, IWK, building's fire insurance and office business license
- Designing and implementing an overall asset risk management process for the operation to minimize or control the probability of the asset to fail.
- Design testing procedures and control equipment to accurately assess product and identify areas that require modification for mechanical equipment at several site under UEM Edgenta.
- Identify, develop and propose all aspect of high-performance building design, operations and performance management, and commissioning process management with Green Building Index (GBI) and Energy Management Team at Mercu UEM Group, KL Sentral

Malaysia Airlines Berhad (MAB) Complex, KLIA Sepang (Feb 2017 – December 2018)

- Prepare, schedule, coordinate, and monitor all assigned projects in term of HVAC system, Civil & Structure and Plumbing, Electrical and Fire System.
- Communicate effectively during daily interactions with clients (MAB) and BU to interpret their needs and requirements (shutdown or requested)
- Communicate with project manager and operations maintenance in order to provide needed assistance and technical support
- Assists operation maintenance for servicing HVAC system such as AHU, FCU and ACSU.
- Develop and review the BCA work progress report, completion report and progress claim.
- To attend complaints on operational matters by tenants tactfully and professionally and take appropriate rectification actions according to procedures herein.
- Determines project specifications by studying product design, customer requirements, and performance standards.

- Develop, review and execute the master maintenance plans and master maintenance schedule as well as implementation of approved capital and operating budget and managing the contract.
- Analyze and develop technical report, incident report, proposals, identifies trends for the facilities and equipment breakdown and recommends for continuous improvement action.
- Control and ensure compliance with local/international regulation and legislation for safe and efficient operation and maintenance.
- Provide guidance, advice and direction to all subordinate and to promote high standard of maintenance culture, efficiency, productivity, teamwork, quality services and personnel job enrichment.
- Plan and ensure high standards of maintenance work accordance to best practices so as to ensure serviceability, reliability of facilities and cost optimization.

REFERENCES

NAME : **Ahmad Razin Bin Mustafa**
OCCUPATION : Manager, Property & Facility Services
ADDRESS : UEM Edgenta Berhad, Level 10, Menara UEM, Tower 1, Avenue 7 The Horizon, Bangsar South City, No. 8, Jalan Kerinchi 59200 Kuala Lumpur
TELEPHONE : 013-9985068

NAME : **Azhar Bin Zainol Abidin**
OCCUPATION : Senior Facility & Project Manager
ADDRESS : Roche Services & Solution APAC
 Level 14, The Pinnacle, Persiaran Lagoon, Bandar Sunway
 47500, Subang Jaya
TELEPHONE : 016-4477649