

NUR FARHANIZ BINTI GHAPAR

Nationality : Malaysian **Mobile** : 0109164706
Location : Cyberjaya, Selangor **Age / Gender** : 31 / Female
Email : nurfarhaniz2293@gmail.com **Marital status** : Married



SUMMARY

I have accumulated over six (6) years of hands-on experience in the construction industry, focusing primarily on project management in healthcare and residential sectors. My track record demonstrates proficiency in handling high-pressure situations and meeting strict deadlines. Moreover, I possess a natural ability to adapt swiftly to new environments.

EXPERIENCE

February 2020 – Present

I am one of the key members in the project management team that oversees the establishment of the new Avisena Specialist Hospital in Cyberjaya and the expansion of the Avisena Specialist Hospital in Shah Alam. Additionally, I managed fast-track projects for Avisena Healthcare Sdn Bhd, leading the efforts from planning to the Defect Liability Period. My responsibilities extended to administration tasks, progress payments, and thorough documentation. I maintained effective communication and reporting channels with upper management to develop strategic programs and project goals, and work closely with other departments such as Central Procurement Department, Finance Department and Engineering, Facilities and Maintenance Department. Moreover, I navigated projects ensuring compliance with CKAPS requirements and local authorities. Since February 2020, I have been in charge of overseeing all renovations and fast-track projects for Avisena Healthcare Sdn Bhd.

Company : Avisena Healthcare Sdn. Bhd.
Project : The New Avisena Specialist Hospital, Cyberjaya (Ongoing)
Position : Senior Executive, Project Management Office (Person in Charge)

Company : Avisena Healthcare Sdn. Bhd.
Project : The Expansion of Avisena Specialist Hospital, Shah Alam (Ongoing)
Position : Senior Executive, Project Management Office

Company : Avisena Healthcare Sdn. Bhd.
Project : Cadangan Pengubahsuaian Ruang 3 Unit Dalam Kedai / Pejabat 1 Tingkat (Tingkat Bawah) Kepada Pusat Dialysis Di Unit G-08, 09 & 10 Astetica Residences, Jalan Dagang Sb 4/1, Mines Wellness City, 43300 Seri Kembangan, Selangor D.E. Untuk Tetuan Avisena Dialysis Centre Seri Kembangan Sdn.Bhd (Mar22 – July22) / RM990,870.00
Position : Senior Executive, Project Management Office

Company : Avisena Healthcare Sdn. Bhd.
Project : High Dependency Unit (HDU), Avisena Specialist Hospital (Dec22 – Jan22)
Position : Senior Executive, Project Management Office

Company : Avisena Healthcare Sdn. Bhd.
Project : Project Management Office & Concierge Office, Avisena Women's & Children's Specialist Hospital (Dec22 – Jan22)
Position : Senior Executive, Project Management Office

Company : Avisena Healthcare Sdn. Bhd.
Project : Cadangan Pengubahsuaian Ruang 2 Unit Dalam Kedai/Pejabat 1 Tingkat (Tingkat Bawah) Kepada Pusat Dialysis Di Unit 06 & 07 Plaza Azalea, Shah Alam, Selangor Untuk Tetuan Avisena Dialysis Centre Sdn. Bhd. (Jan21 – July21)
Position : Executive, Project Management Office

Company : Avisena Healthcare Sdn. Bhd.
Project : The Proposed Renovation Works at Daily Fresh (Ground Floor), Avisena Specialist Hospital, Jalan Ikhtisas, Seksyen 14, 40000 Shah Alam, Selangor (Nov20 – Dec20)
Position : Executive, Project Management Office

Company : Avisena Healthcare Sdn. Bhd.
Project : Proposed Renovation Works for Gloria Jean's Coffee at Lot G.003a Avisena Specialist Hospital, Shah Alam (Sept20 – Nov20)
Position : Executive, Project Management Office

Company : Avisena Healthcare Sdn. Bhd.
Project : Proposed Renovation Works for Trucare Office & Software Department Office at Avisena Women's & Children's Specialist Hospital, Shah Alam (Sept20 – Dec20)
Position : Executive, Project Management Office

Company : Avisena Healthcare Sdn. Bhd.
Project : The Proposed Repair Works for 10 Executive Ward & 9 Suites, Level 6, Avisena Specialist Hospital (Jun20 – Sept20)
Position : Executive, Project Management Office

Company : Avisena Healthcare Sdn. Bhd.
Project : Cadangan Pengubahsuaian Ruang Dalam Kedai / Pejabat 2 Tingkat Kepada Pusat Dialysis Di Unit 08 & 09, Sunsuria Forum @ 7th Avenue, No.1, Jalan Setia Dagang al U13/Al Setia Alam, Seksyen U13, 40170 Shah Alam, Selangor Untuk Tetuan Avisena Dialysis Centre Sdn Bhd (Mar20 – Aug20)
Position : Executive, Project Management Office

April 2018 – September 2019

Company : Putrajaya Holdings Sdn.Bhd.
Project : 3 Blok 20 Tingkat, 1062 Unit Perumahan Penjawat Awam 1 Malaysia di atas lot PT 12960, Plot 5r5, Presint 5, Putrajaya. (April 2019 – September 2019)
Position : Defect Management Team

- Assist in preparing and handing over documentation and approval
- Work closely with authorities (TNB and SYABAS) for handing over units to purchasers.
- Join Defect Management Team (DMT) for inspection and meet purchasers and also prepare paperwork and documentation.
- To undertake any and all other duties and responsibilities as so instructed by the superiors

Company : Putrajaya Holdings Sdn.Bhd.
Project : The Proposed Construction and Completion of 404 Units Public Apartment Perumahan Penjawat Awam 1 Malaysia (PPA1M) Inclusive of 1 Block Multilevel Parking, 1 Surau and Commom Facilities On PT12109 at Plot 17RM1, Precint 17, Putrajaya (April 2018 – April 2019)
Position : Project Management Team (Graduate Programme)

- Assist in preparing and updating project administration documents, timelines, meeting notes, certificates, approval, and status reports.
- Work closely with consultant and contractor; inspect the quality of materials and the workmanship.

October 2017 – April 2018

Company : Perunding Etika Sepakat Sdn.Bhd.
Project : Projek Bekalan Air Luar Bandar (BALB) Sistem Retikulasi Tahun 2017 Bagi Negeri Sembilan (October 2017 – April 2018)
Position : Project Engineer

- Involved in the preparation of scope documentation, technical specification, and tender documentation and attending project meetings to discuss projects with local authorities and government bodies.
- Gained experience in water reticulation design and also in preparing costing for tender submission.

July 2016 – September 2016

Company : Pro-Design Engineers Sdn.Bhd.
Position : Internship

Conducting site visits, attending meetings, preparing progress reports, checking documents, and also gaining experience in engineering software such as AutoCAD and Esteem.

ACHIEVEMENT

Has been promoted from Executive to Senior Executive, Project Management Office on January 2022 in Avisena Healthcare Sdn.Bhd.

EDUCATION BACKGROUND

2022-2024

Master in Business Administration (MBA)
Universiti Teknologi MARA (UiTM), Shah Alam

2014 – 2017

Bachelor in Civil Engineering (Infrastructure) (Hons)
Universiti Teknologi MARA (UiTM), Pulau Pinang

2011 – 2014

Diploma in Civil Engineering
Universiti Teknologi MARA (UiTM), Pulau Pinang

PROFESSIONAL AFFILIATIONS

Registered with Board of Engineers Malaysia (BEM) - Graduate Engineer (Reg. No: GE161135 A)
Construction Personnel Course by Construction Industry Development Board (CIDB)

SKILLS

MS Office, MS Project Advanced (with certificate), AutoCAD, IBM SPSS, Eviews

PUBLICATIONS

Bottlenecks Detection for Improvement of the Emergency Department Process Flow in a Healthcare Facility

ADDITIONAL INFO

Language : Malay & English
Availability : Three (3) months' notice

REFEREES

Zainol Bin Zakaria (012-9870051)
Project Director,
Avisena Healthcare Sdn.Bhd.

Raja Anuar Bin Raja Abu Hassan (017-2871927)
Independent Non-Executive Director,
Panasonic Manufacturing Malaysia Bhd.