






ABDUL RAZAK BIN MOHAMED

ASSISTANT MANAGER / FIT OUT COORDINATOR

CONTACT

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-  64, Jalan Jelatek, Taman Keramat
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SKILLS

- Project Management
- Microsoft Word, Powerpoint & Excel
- Adobe PhotoShop
- Fit Out Management
- Designing in 2D & 3D Drawing
- Autodesk
- Negotiation & Consulting

EDUCATIONS & CERTIFICATES

Bachelor (Hons) in Civil Engineering
Infrastructure University Kuala Lumpur
2012 - 2015

Diploma in Civil Engineering
Infrastructure University Kuala Lumpur
2008 - 2012

Sijil Pelajaran Malaysia
Sekolah Islam Adni
2002 - 2007

Certificate In Basic Business Communication
Maybank Academy

Certificate In Cost Analysis, Control, And
Fraud Control
Wilmington Metropolitan University

Certificate In Risk Management
Maybank Academy

LANGUAGES

English 

B. Melayu 

ACHIEVEMENTS

- Award Complimentary Spot Award - 2018
Carimin Petroleum Sdn Bhd
- Top 3 for Team Leadership -2016 & 2017
Maybank Berhad
- Best Performance Leader 2016 & 2017
Maybank Berhad

PROFESSIONAL SUMMARY

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills

MY TOP 4 WORK EXPERIENCE

Assistant Manager / Fit Out Coordinator

The Lot Associates Sdn Bhd

Jun 2022 - current

PROJECT : SP SETIA ECOHILL MALL SEMENYIH & INC KL: ECO CITY

- Coordinate briefing among tenants & contractor to comply the mall fit out guideline and ensure adherence to safety standards, Tenancy Agreement (TA) specifications and work schedule.
- Cooperation with leasing department to prepare all requested technical layouts and ensure timely handover of retail lot to tenants
- Supervision and coordination in final handover process, getting relevant permissions from the departments, final inspections (POI) and revisions.
- To ensure lease outline drawing inline with TA and provisions
- Manage the process of daily inspections to ensure tenants compliance on House Rules, Fire safety standards and Tenant coordination guideline during fit out stages
- Provide advisory for tenant Change Request, coordinate between tenant and Facilities and Operation for new provision. e.g. new and existing tenancies that require minor construction, infrastructural and remedial works during the post-occupancy stages.
- Follow up on the fit out findings during inspections to ensure closure
- Tracking and reporting exchanges of plans and information with tenants
- Organize handover kick off meetings with the tenants including briefing of Fit Out Guideline, Submission & Design Guideline, Safety Guideline and House Rules
- Handling ad hoc department fit out work
- Ensure all fit out documents filled according to SOPs requirement
- Responsible for filling up tenant change request

Project Engineer

Exen International Sdn Bhd

Nov 2021 - June 2022

- Involved in upgrading project at Regasification Terminal Pengerang
- Collaborated with other departments to facilitate successful project completion.
- Manage important notes from meetings with PETRONAS
- Maintained records (IFR, AFC) for each project and engineering discipline.
- Determined and scheduled priorities as required to progress engineering work.
- Created detailed reports on engineering activities and findings.
- Verified construction documentation to meet client requirements and vision.

Project Engineer

Carimin Petroleum Sdn Bhd

Sept 2018 - March 2020

At Rapid Petronas Pengerang Johor, my team and I excelled in installing HDPE liners for Petronas Pengerang (Package 14) in the following ways:

- Managed 5 key sites in Petronas Pengerang.
- Carefully inspected 5 project sites, making sure they matched design specs, met high-quality standards, and followed strict safety rules during HDPE liner installation.
- Led a diverse team of over 20 construction and maintenance workers, encouraging collaboration on-site.
- Planned the project strategically, avoiding time wastage and preventing construction problems.
- Investigated incidents, damage, and delays following standard procedures for quick solutions.
- Worked closely with project owners, the main contractor (WCT), and subcontractors to resolve issues and ensure a smooth handover.
- Carefully handled important documents like daily progress reports, Requests for Inspection forms (RFI), and Permit to Work (PTW) renewals for workers to keep operations running smoothly and compliant with regulations.

REFERENCES

Bryan Sia (Head of Project)
TheLot Associates Sdn Bhd

+6012-699 6980

bryan@thelot.com.my

Shahrizan Bin Mohamad Suhaimi
(Head of Department Facilities & Project Management)

Maybank Berhad

+6019-3549067

shahrizan.suhaimi@maybank.com.my

Chung Chee Wai (Project Manager)
Carimin Petroleum Sdn bhd

+6012-2978533

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Executive Facilities Management

Maybank Berhad

Sept 2017- Sept 2018

- Successfully oversaw a variety of projects, both large and small ensuring their efficient completion
- Managed maintenance for Maybank's branches, properties, buildings, and projects all across the country
- Actively solved more than 200 daily issues through the Helpdesk and solved it in timely manner
- Worked closely with vendors/contractors to plan and speed up deliveries
- Handled Purchase Orders (PO) & reviewed Purchase Requisition (PR) forms
- Closely monitored contracts and recommended necessary changes to vendors in order to meet new requirements
- Assisted in improving various branches with the Project Management Department to enhance their functionality