

# Siti Khadijah Abd Rahim

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## Profile

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A motivated graduate with a Bachelor's degree in Geomatics Science and Surveying, equipped with hands-on internship experience and eager to leverage technical and theoretical knowledge in a collaborative environment. Looking for an opportunity as an entry-level to contribute to the organization while growing professionally.

## Work Experiences & Exposure

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**Kitchen Crew (Part-Time & Full-Time)** **I am Geprek Benu** **Nov 2022 - Feb 2024**

- Ensured that menus, promotional materials and payment terminals are maintained in well presented.
- Process customers' orders accurately and efficiently by ensuring that the waiting time is less than 20 minutes for each order.
- Collaborated effectively with team members to ensure smooth operations and a clean and safe work environment
- Maintained cleanliness standards within the kitchen at all times by adhering to procedures regarding personal hygiene and clothing.

**Internship Student** **Juruukur Generasi** **Feb 2020- Aug 2020**

- Manage the preliminary survey for cadastral work for plantations and demarcation survey purpose.
- Involved in calibration procedure of new equipment which was Topcon HiPer VR at Taman Tasik Utama with other co-worker.
- Experienced as chainman for demarcation survey at Jonker Walk Street for renovation purpose
- Amend building plan and certified strata plan according to the current changes occur.

**Internship Student** **JUPEM Melaka** **July 2019- Aug 2019**

- Exposed with the application of land procedures, cadastral surveying, NDCDB database and plan production such as B2 tiff plan.
- Familiarized with the all the departments in JUPEM as PDUK and map production

## Education

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- **Bachelor of Science Geomatics and Surveying (Hons)** Universiti Teknologi Mara (UiTM) **2020-2023**
- **Diploma in Science Geomatics** Universiti Teknologi Mara (UiTM) Arau **2017-2020**

## Project

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**Case Study on Application For Subdivision, Surrender and Re-alienation at Land Registry Office Klang**

- It is a group project that explored related procedures regarding the study case problem.
- Analyzed the workflow, fees, and forms that are associated with the Land Office and the NLC Act.

## Skills

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Language	Fluent in Malay and Working knowledge in English
Technical Skills	Microsoft Offices ( PowerPoint, Word, Excel), AutoCAD, ArcGIS, POS
Personal Skills	Excellent team member, Professional, Customer service, Creativity, Accustomed to flexible shift