



LEE CHONG SHIANN

About Me

Over 10 years of quantity surveying experience mainly in architecture trade. I am eager to expand my knowledge and skills in different industries and I am excited to learn from experienced professionals, am committed to continuous learning. I am a quiet and focused person who can work swiftly and effectively either alone or as part of a team.

Work Experience

IVORY ASSOCIATES SDN BHD (MAIN CONTRACTOR)

APR
2011

JUNIOR CONTRACT EXECUTIVE (QS)

-

AUG
2014

(3 Years
5 Months)

- To carry out taking-off quantities
- To assist in the preparation and submission of tenders
- To assist and preparing project budgets
- To carry out sourcing, calling, evaluating quotations and tenders for supply of material and services
- To prepare cost estimate, quotations for new work items
- To carry out site measurement for work done at site
- To evaluate sub-contractors work done and prepare claim certification & interim payment
- To carry out the preparation and submission of contractual claims, variations, etc
- To assist the preparation of the project final account

SEPT
2014

Planet Cycle Superbike Centre Sdn Bhd

Sales & Marketing Executive

-

AUG
2016

(2 Years)

- Responsible for the sales of new and used bike
- Achieve individual sales targets and contribute to team sales targets
- Participate in sales activities, launching events and road shows
- Conducting market research to stay informed of industry trends and competition.
- Collaborating with other departments and teams, such as marketing and after sales service, to ensure customer satisfaction.
- To perform indoor and outdoor sales campaign and promotions as instructed by Management.
- Ability to perform sales presentations, offer test ride, follow ups, with a view of closing sale and responsibility to perform bike delivery.



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Penang, Malaysia

DOB : 21/2/1990 (Age 36), Married, Male

Education

DIPLOMA OF BUILDING & CONSTRUCTION
FRONTIER INSTITUTE OF TECHNOLOGY, AUSTRALIA

DIPLOMA OF AUTOMOTIVE DIAGNOSTIC TECHNOLOGY
HAN CHIANG COLLEGE, PENANG

Skill

On Site Measurement
AutoCAD - Measurement Purpose
Microsoft Excel & Words

Language

ENGLISH CANTONESE
MANDARIN HOKKIEN
BAHASA MELAYU

SEPT
2016
-
FEB
2023

(6 Years
6 Months)

TCB CONSTRUCTION SDN BHD (ARCHITECTURAL WORK)

CONTRACT EXECUTIVE (QS) cum SITE SUPERVISOR

- To carry out taking-off quantities
- To assist in the preparation and submission of tenders
- To assist and preparing project budgets
- To carry out sourcing, calling, evaluating quotations and tenders for supply of material and services
- To prepare cost estimate, quotations for new work items
- To carry out site measurement for work done at site
- To evaluate sub-contractors work done and prepare claim certification & interim payment
- To carry out the preparation and submission of contractual claims, variations, etc
- To assist the preparation of the project final account
- Inspecting construction sites regularly to identify and eliminate potential safety hazards
- Supervising and instructing the construction team as well as subcontractors
- Maintaining an accurate record of construction employee attendance
- Analyzing blueprints to ensure that construction projects meet design, safety, and budget specifications
- Recommending changes to construction operations or procedures to increase efficiency

MAR
2023
-
NOV
2024

(1 Year
8 Months)

HW ELECTRICAL

CONTRACT EXECUTIVE (QS)

- To carry out taking-off quantities
- To assist in the preparation and submission of tenders
- To assist and preparing project budgets
- To carry out sourcing, calling, evaluating quotations and tenders for supply of material and services
- To prepare cost estimate, quotations for new work items
- To carry out site measurement for work done at site
- To evaluate sub-contractors work done and prepare claim certification & interim payment
- To carry out the preparation and submission of contractual claims, variations, etc
- To assist the preparation of the project final account

DEC
2024

JAN 2026

(1 Year
2 Months)

BYD - Denver Auto Sdn Bhd

SALES ADVISOR

- Responsible for the sales of new car
- Achieve individual sales targets and contribute to team sales targets
- Participate in sales activities, launching events and road shows
- Collaborating with other departments and teams, such as marketing and after sales service, to ensure customer satisfaction.
- To perform indoor and outdoor sales campaign and promotions as instructed by Management.
- Ability to perform sales presentations, offer test drive, follow ups, with a view of closing sale and responsibility to perform car delivery.