



**ARMAN BIN KASSIM**

**A. PERSONAL PARTICULARS**

Name : Arman Bin Kassim  
NRIC : 720707-14-5947  
Age : 50 years  
Address : Kampung Wa Bharu, 23000 Dungun, Terengganu.

**B. EDUCATION**

1. Qualification : Completed Life Office Management Associates, LOMA  
Year : 2004
  
2. Qualification : Sijil Pelajaran Malaysia  
Year : 1989

**C. WORKING EXPERIENCES**

1. Company : Front Tech Engineering Sdn Bhd  
Position : Work Leader, Technician cum Safety Coordinator  
Year : 2019 - Present  
Job Scope :
  - Performing any site visit which related to any ITB especially for any OnG, PETCHEM works.
  - Participate the meeting and deal between with Senior / Manager Electrical/Instrument and vendor regarding any technical problem.
  - Report to engineer.
  - Responsible in handling PTW before job start and lead team during job progress at site.

Project Description:

- a. Project : Explosion Proof Junction Box Inspection  
Plant : KTSB  
Duration : October 2019
- b. Project : To Perform Instrumentation Works for Turbomachinery Package at PGB GPS (GPS P201 Grounding Improvement)  
Plant : PGB GPS (Work Leader)  
Duration : October 2019 – Mac 2020
- c. Project : Installation of Emergency Eyewash and Shower Completed Stainless Steel Bowl, Foot Paddle & Other Accessories.  
Plant : PDB Kuantan (Supervisor)  
Duration : November 2019 – December 2019
- d. Project : Electrical Installation Rejuvenation for Non-Process Area.  
Plant : PGB GPS  
Duration : Ongoing
- e. Project : Supply, Delivery, Install, Testing & Commissioning of Distribution Boards at Kerteh RO and Segamat RO, PETRONAS Gas Berhad  
Plant : PGB GTR  
Duration : 2019 – 2020
- f. Project : Electrical upgrading work for meeting room admin building, Segamat operation center, Petronas Gas Berhad  
Plant : PGB GTR (Fire Watcher, Technician)  
Duration : 2020-2021
- g. Project : Install Lighting at Top Tank Phase 1&2 Area  
Plant : KTSB  
Duration : 2021 – 2022
- h. Project : K12 Install Cable Tray's Cover to Protect Cable From Aging and UV Damage at Phase 1 (Bund 510, 520, 530)  
Plant : KTSB  
Duration : 2020-2021

- i. Project : To Supply and Install Cable for SU Heater  
1810  
Plant : PCASB  
Duration : December 2021
- j. Project : HSE Signage  
Plant : PETCHEM  
Duration : November 2021 – January 2022

2. Company : Cergas Murni Sdn Bhd  
Position : Admin Clerk  
Year : 2013 - 2018  
Project : East Cost Expressway Phase 2, Package 9B  
(From CH 102500 (Hutan Simpan Bukit Bauk) – Meyiapkan baki kerja yang belum siap) Daerah Dungun, Terengganu Darul Iman  
Contract Value: RM 86 Million

**Scope of Work:**

- Responsibility for all administrative work in the area and directly under RE.
- To attend all correspondence, to type letters, memorandum, minutes of meetings, report and working papers.
- To attend to the filing system, office inventory, issuance of office stationeries and equipment, working attendance, etc.
- To circulate instructions, directives, policies, etc to all the staffs.
- To document drawing received and issued out.
- To maintain and keep the office clean, neat and in an orderly manner at all times.
- Other duties/functions as directed by the RE from time to time.

3. Company : Konsortium PTC-RMR  
Position : Admin Clerk  
Year : August 26<sup>th</sup>, 2007 until October 30<sup>th</sup>, 2012  
Project : East Cost Expressway Phase 2, Package 9C  
From CH 107700 (Hutan Simpan Bukit Bauk) to CH 112900 (Ladang Pinang Mas, Daerah Dungun, Terengganu).  
Contract Value : RM 90.34 Million  
Responsible for all administration work in the area and directly under RE.

### **Scope of Work:**

- To attend to all correspondence, to type letters, memorandum, minutes of meetings, report and working papers.
- To attend to the filing system, office inventory, issuance of office stationeries and equipment, working attendance, etc.
- To circulate instructions, directives, policies, etc to all the staffs.
- To document drawing received and issued out.
- To maintain and keep the office clean, neat and in an orderly manner at all times.
- Other duties/functions as directed by the RE from time to time.

4. Company : Great Eastern Life (M) Berhad, KL

Position : Underwriting Clerk (Special Grade)

Year : December, 26<sup>th</sup> until July, 31<sup>st</sup> 2007

Responsibility to all incoming proposal for insurance and directly under Executive Officer.

### **Scope of Work:**

- To process all incoming proposal including registering, indexing, pre-underwriting.
- To make sure all the incoming proposal are process within 1 days for normal cases and within 3 days for sub-standard cases.
- To prepare query letters and to send out query letters within 2 days from the date of receiving proposal.
- To attend walk-in customer/prospect and phone calls.
- To prepare weekly and monthly report as directed by Executive Officer.

### **D. REFERENCE**

Name : Wan Mohd Amri Bin Wan Mohd Parid

Position : Chief Executive Officer

Address : FRONT TECH ENGINEERING SDN BHD  
Lot 50375, Kg Jaya, Jalan Air Putih  
24000 Kemaman, Terengganu

Tel. : 09-8582159/62