



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 filling 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 26th, 2007 until October 30th, 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, 26th until July, 31st 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