



Muhammad Zikri Muhammad Saifuddin

Bachelor of Estate Management (Hons)

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PROFILE

A passionate real estate graduate recently undergoing protege trainee to support post investment monitoring and asset management works under Real Estate Investment Department at EPF. Now seeking a new challenge with a progressive organization that provides an opportunity to grow my knowledge and abilities in the field of real estate, investment or management.

EDUCATION BACKGROUND

Bachelor of Estate Management (Hons)

2021 - 2025

Universiti Teknologi MARA, Shah Alam, Selangor

CGPA: 3.68 (Completed)

Diploma in Mechanical Engineering

2018 - 2021

Universiti Teknologi MARA, Pasir Gudang, Johor

CGPA: 3.59 (Completed)

Muet: Band 4

PROFESSIONAL EXPERIENCE

Protege, Domestic and Regional Real Estate

May 2025 - Nov 2025

Real Estate Investment Department, Employees Provident Fund (EPF)

- Assisted in prepare operational guidelines and process flows for asset management matters; tenancy management, rent arrears management, and related work instructions.
- Supported in prepare underperforming portfolio funds updates for management review.
- Assisted in drafting papers, covering assessment & recommendation reports, strategy updates, and proposal reviews for Head of Department and Management Investment Committee (MIC) review.
- Contributed to the preparation of fund and direct investment quarterly reports for department review.
- Performed financial reconciliation, aging analysis, and outstanding arrears tracking to ensure data accuracy and risk monitoring.
- Participated in internal, external and board meetings, drafting and maintaining minutes of meetings.
- Collaborated with external consultants on asset management matters and prepared supporting analysis for strategic initiatives.
- Conducted site visits to assess property conditions and updates from the property manager.
- Attended and provided support during EGM one of the assets.
- Contributed to the write-off exercise by supporting assessment, documentation, and reporting processes.
- Attended biweekly investment division talks / brown bag sessions and 1-week EPF Protege Learning Programme to gain new knowledge and skills.

Internship

Oct 2024 - Feb 2025

Jabatan Penilaian & Perkhidmatan Harta (JPPH) Kuala Lumpur

- Conducted property valuation processes for various purposes including stamp duty, real property gains tax, estate duty, general valuation, purchase/ sale, alienation of land, collateral, land acquisition and accrual accounting
- Conducted data collection and field inspections to assess property conditions and market value
- Gained hands-on experience in public sector property valuation and exposure to real-world government valuation practices, ranging from residential properties to special properties such as the Parliament of Malaysia, FELCRA Tower, Equatorial Plaza, Hospital Kuala Lumpur, Majlis Sukan Negara, Kelab Golf Perkhidmatan Awam, Kuala Lumpur Craft Complex, and SSM Tower
- Developed strong analytical and technical skills in property inspection, market analysis, and valuation reporting

Valuation Assistant

Aug 2024 - Sep 2024

Qaiser Harta Sdn Bhd

- Conducted property valuation for rating purposes on behalf of Majlis Perbandaran Temerloh, ensuring accurate and compliant assessments
- Prepared comprehensive valuation reports, including supporting documentation such as valuation papers, inspection measurement forms, property photos, floor plans, site plans, location plans, and owner's statement forms
- Collaborated with local authorities to facilitate smooth valuation processes
- Successfully managed a portfolio of over 1,000 property valuation files in just 2 months, exceeding the initial target of 350 files per month

Internship

Mar 2021 - Jul 2021

SIRIM Berhad (Rasa, Selangor)

- Assisted the assigned engineer in conducting and completing project deliverables, ensuring adherence to quality
- Participated in site visits to assess project progress, provide technical support, and gain hands-on experience in field operations.
- Fabrication of metal mould for standard weight
- Handle wood-working machineries for pattern making and CNC Milling Router

AWARDS AND ACHIEVEMENTS

Bachelor of Estate Management (Hons)

2021 - 2025

- Graduated with First Class
- Six (6) times recipient of Dean's List Award out of seven (7) semesters
- Gold Award for Final Year Project, titled "A Study of Property Valuation Accuracy in Malaysia: Valuers' Perspective"
- Best Group Award at the Estate Management Property Exhibition (EMPEX) 22nd Edition

Diploma in Mechanical Engineering

2018 - 2021

- Four (4) times recipient of Dean's List Award out of six (6) semesters
- Winning the Silver Category for project "Shredder Bin for Used Face Mask", SAEM International Innovation Exhibition 2021

LANGUAGE AND SKILLS

Language

- Malay: Native
- English: Proficient

Technical Skills

- Microsoft Office: Word, Excel, PowerPoint, Visio, Teams, Outlook, OneNote
- 2D drawing application: Visio, Lucidchart
- Statistics software: IBM SPSS
- Designing application: PowerPoint, Canva
- 3D drawing software: Solidworks, AutoCAD
- Basic in programming: Dev C++
- Machine and welding tools handling
- Other related system/software skills: Geographic Information System (GIS), Valuation Information System (VIS), VISWEB, Property Info System Malaysia (PRISM), City Planning System (CPS) DBKL, MapInfo Professional, STAMPS, e-Nilaian