**JONAS**

ELECTRICAL ENGINEER

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Citizenship: Filipino

**OBJECTIVE**

To apply for a position that fits with my education, skills and ability, and continuous learning from a growing firm and contribute to its success.

**KEY QUALIFICATION**

6 years of experience in major Engineering, Procurement & Construction (EPC) projects in United Arab Emirates (UAE). Directly involve in detailed engineering specializing in Electrical System particularly in the field of Quality Control Inspection, On-Site Construction Supervision, Hooks-ups, Testing & Commissioning and turn key Operation and Maintenance of Facilities like Commercial Buildings such as Mall, Office Buildings, Schools & Hospitals and some Bachelor & Family Housing projects. Fully conversant with various International Standards and Codes (ISO), Engineering Design Practices for Instrumentation & Electrical IEC, IEEE and ANSI. In depth working knowledge on the following system like Fire and Gas System(FGS), Process Emergency Shutdown Devices(PESD), basic Building Management System(BMS) involving Fire Protection, Detection & Alarm System(FPDA), Telecommunication System – CCTV and PA systems, HVAC Control System, and Safety Management Occupational Health and Safety (OHS). Technically qualified and demonstrate hands-on experience on site construction activities starting from material take-off, control cable pulling, and insulation resistance test activities off all process field and analytical instruments in conjunction with erection of the electrical and mechanical equipment. Ensure that the works at site are in compliance with approved methods and contract requirements. A team leader capable of working in a multicultural environment under pressure and can take independent decisions confidently leading a team of construction supervision as well as maintenance team. Computer literate using MS office –Excel, Word, Power Point application. Fluent in English, written and oral, Proven ability to interact with people, clear fluent expressive use of verbal and written language to convey information and ideas, Excellent management and communication skills, proactive approach to problem solving.

Directly involve in cross discipline over all planning of large scale projects in cooperation with engineers from all sectors from project evaluation, conceptual and implementation planning up to construction supervision on site during all project phase, quality control and specialist on develops and maintains quality standards that apply to onsite construction work, ensuring proper implementation.

**EDUCATIONAL AND PROFESSIONAL STATUS**

EHS – Managers Safety Awareness Program (MSAP) – *Certificate No. MSAP-NW-1309* *–* *October 2012*

License Electrical Engineer —*License No. 37469 Dubai Municipality (DEWA Accredited June 2008)*

Possess Valid UAE Driver’s License—*License No. 1272153 Issued on June 2008* Registered Electrical Engineer*—License No. 0038235, Philippine Regulation Commission—2006* Registered Master Electrician*—License No. 0032039, Philippine Regulation Commission—2006* Bachelor of Science in Electrical Engineer, *Technological University of the Philippines—2005* Electrical Engineering Technology, *Technological University of the Philippines—2001*

Institute of Integrated Electrical Engineers (IIEE)

Computer Literate using Microsoft Windows—*WS Word, Excel and Power Point* Proficient in Engineering Design Computer Aided Tool—*AutoCAD*

**EXPERIENCE RECORDS**

**JUN 2007—PRESENT** **PRIME HOME ELECTROMECHANICAL CO. LLC**

*P.O. Box 184017 Deira, Dubai, U.A.E*.

**PROJECT ENGINEER**

**Responsibilities;**

* Coordination of MEP works from tender drawing to shop drawing including the execution at site.
* Checking all tender and shop drawings for the Dubai Electric and Water Authority (DEWA) submittals.
* Electrical estimation including pricing for project bidding.
* Arranging MEP material submittals.
* Preparing the daily, weekly and monthly reports.
* Monitoring of all activities in different areas.
* Ensure that contractor execute their works accurately in accordance to the approved shop drawings.
* Giving new instructions to my subordinates for any revised drawing.
* Estimating and Monitoring materials needed for the project.
* Sharing some Ideas or Suggestions to my superiors for the improvement of the projects.
* Work with contractors to meet the schedule and help in managing the general coordination and scheduling of work.
* Provides technical assistance to Project Manager for all engineering related matters.
* Maintaining projects that have been finished for the MEP works at least 1 year after commissioning.
* To assist in the development of less experienced Electrical personnel.
* To ensure design packages comply with Client specifications and codes, safety, environmental, ergonomic and quality standards.
* To identify potential applications for new technologies.
* To provide and promote effective communications between colleagues and senior staff.
* Managing Projects depending upon their value/nature may be implemented internally or externally. Ensures that all projects are implemented in accordance with the company’s health, safety and environment policies and procedures.
* Provides the company with expert technical advice to Management for electrical engineering matter as required on the various projects.
* Work in cross-functional terms to provide appropriate project scopes, cost estimates, schedules, coordination, management, and implementation within regulatory and company policy compliance. Presents proposals to Management for decision and approval.
* Maintains and updates electrical engineering drawings, standards and specifications.
* Ensure all drawings, plans, manual and data books are up-to-date and ‘as built’, and directs draughts men to carry out all erections to drawings to reflect any alterations, modifications and additions to electrical systems and components.
* Carries out various duties related to capital investment projects and expense item for minor electrical modifications, improvements and alterations to existing electrical equipment to be executed internally. Includes conducting feasibility studies, developing cost estimates in conjunction with other engineering or finance staff, personally reviewing vendor’s final design drawings for approved projects, preparing bills of materials, participating in preparing purchase orders & following up on quotations.
* Supervises the implementation of minor electrical modifications and improvement projects carried out in-house to ensure execution and completion to established Company standards and specifications. Performs project engineering duties (including cost control, scheduling, contract preparation and administration) when assigned as the project lead engineer.
* Participating in technical bid analyses, reviewing design drawings submitted by the contractors and proposing amendments as necessary, specifying materials to be used, and supervising the execution of work to ensure compliance with drawings and Company specifications and standards, and the use of prescribed materials. Will attend site meetings with contractors as necessary.
* Reviews and checks payment certificates submitted by contractors ensure compliance with work executed, makes necessary corrections, and submits to supervisor for endorsement and payment processing.
* Participates as a team member in Process Safety and Environment Information maintenance and Cause & Effect Chart function testing programs.
* Participate in Process Hazards Analysis reviews on assigned platforms as part of the ongoing Process Safety Management Program.

**AUG 2005 – FEB 2007**

**MANILA ELECTRIC COMPANY (MERALCO)** *Transmission and Distribution Department (T&D) Pasig Sector*

**Electrical Engineer Coordinator (MBI)**

**Responsibilities;**

***Pasig Sector – Transmission and Distribution Department (T&D)***

* Coordinator of the sub-contractor before and after the project.
* Supervise for the erection and complete dressing of pole.
* Assigned for the installation or updating transformer on poles.
* Company representative to inform and schedule the possible shutdown of power for maintenance, only for the commercial and industrial consumers.
* Monitoring the total load side from substation up to the end of the circuit for balancing of primary lines and for transformer safety.
* Assigning and distributing linemen for their daily activities.
* Interfacing with concerned field personnel to facilitate collection of relevant data and other technical documents.
* Preparing regular activity/progress reports for assigned projects, etc.
* Ensure transformer integrity through the development and implementation of electrical inspection, maintenance strategies and acceptance standards based on applicable international standards and statutory requirements.
* Review maintenance strategies and plans to ensure that proactive and mandatory maintenance activities are continuously improving the overall plant availability within optimized budgets and manning levels.
* Coordinate all electrical changes (small plant changes and project plant changes) within the area maintenance team to assure high integrity, uniformity of design, standards and practices, ensuring that documents, procedures, work instructions and databases are maintained.
* Ensure that electrical documentation, calculations and data are kept up-to-date.
* Support the area maintenance teams with advice and resources for problems that require specialist competencies not present in the area teams.

***Manila Sector – Distribution Metering Security (MSDMS)***

* Supervise for the installation of Elevated Metering Center (EMC) to avoid illegal service connections.
* Scan and remove all illegal service connections at the pole.
* Supervise search operation team for residential and commercial for suspected illegal service connections.
* Removing and conducting a test to meter which are suspicious, based from the computer load analysis.
* Assigning and distributing linemen for their daily activities.
* Installation of 33KV for Meter protection from illegal connections. Strictly Implementing safety rules and regulations.

**MARCH 2000 – JUNE 2003** **ALECTO GENERAL TECHNOLOGY CORPORATION**

*9694 Pillia St., Makati City, Philippines 1208*

**Electrical Supervisor**

Responsibilities;

* Assigned for the preparation of electrical layouts, wiring of power and lighting, installation of devices, etc.
* Supervised for installation of feeder lines, bus bars and emergency lines such as the connection of generator sets or using Universal Power Supply (UPS).
* Hires, coaches, reviews, supervise, and terminate assigned employees, or makes effective suggestions and recommendations that are given particular weight regarding the employment status of assigned employees.
* Schedules, assigns, plans, and monitors the work of electrical shop personnel performing a variety of electrical projects.
* Plans and develops work schedules, equipment usage schedules, priority of electrical expenditures, and procedures for equipment and appliance maintenance.
* Reviews plans for future buildings, and inspects new buildings to ensure compatibility with existing electrical codes and maintenance standards.
* Prepares material and labor estimates.
* Monitors the acquisition and use of materials.
* Maintains time, payroll, work order, material, equipment, and other electrical shop records, and submits reports.
* Trains or informs employees of new work methods or procedures, changes in safety regulations, work policies, electrical codes and standards, and the like.
* Ensures budgeting guidelines are met; prioritizes shop expenditures to stay within budget and assists in preparation of capital and operations budgets.
* Interprets University and department policies to assigned personnel and enforces safety regulations and adherence to proper codes and standards.
* Inspects new construction and remodels.
* Assists Engineers in design requirements.

**TECHNOLOGY SKILLS**

Proficient in using personal computer, skills in programs such as Microsoft Windows, Microsoft Word, Excel, Power Point and basic AutoCAD.

This is to certify that the above information is true and correct with the best of my knowledge.