

**CurriculumVitae**

**Erdie**

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**PROFESSIONAL STRENGTHS**

• Bachelor of Science in Electrical Engineering (Graduation year: 2003)

• Has gained more than 9years of professional experience in the construction industry involving around ***Estimation***, ***Supervision*** and ***Procurement functions***. All of which were gained in the United Arab Emirates (Abu Dhabi).

• Has acquired good interpersonal skills having worked with people across all levels in the company including those of different races and cultures.

• With good computer skills in using MS Office applications, AutoCAD and Excel

• Highly motivated, dependable, goal oriented, can work under pressure and minimum supervision.

• Willing to learn.

**WORKEXPERIENCE**

**July 2008 to Present : Emirates Code Contracting Co., *Abu Dhabi, UAE***

**Position held : Procurement Engineer**

**Responsibilities:**

• To review/assess technical specification, BOQ (Bill of Quantity) and drawings to determine qualified vendors and suppliers.

• Ability to analyze and evaluate all purchasing requisitions to ensure clarity and completeness in description of material and equipment.

• To review vendors and suppliers quotations to determine best price and deliver date Ability to prepare and issue request for quotations to qualified vendors as per companies approved vendor list.

• To review quotations of identified technical and commercial specifications received from the vendors andsuppliers.

• To prepare & issue purchase orders in accordance with selected suppliers, price and technical specifications.

• Strong negotiation skills with suppliers to ensure that target prices, company’s terms and conditions are met.

• Detailed planning and reporting activities related to procurement.

• Prepare comparative analyses documents related to specification, prices, delivery conditions and mode of transportation.

• Coordinate various technical reviews with projects and end users with demonstrated ability to maintain effective working relations as a team member.

**July 2007 to July 2008 : Caporal and Morette LLC*, Abu Dhabi, UAE***

**Position held : Estimation Engineer**

**Responsibilities:**

* Responsibilities included preparing preliminary cost estimates of projects that are in conceptual stage
* Help senior engineers in preparing rate analysis of different work packages.
* Perform comparative analysis of estimates for different specifications of the work package and arrive at the optimal cost and specification as per standards set by company
* Customer RFP/RFQ Product Engineering Technical and Manufacturing Capability Analysis Response.
* Drawing Package Analysis for productibility.
* Indented BOM Development for Supplier Quote and Procurement.
* Material and Component Specification.
* Engineering Support to Procurement of Materials and Components.
* Responsible for producing competitive prices through evaluation of instructions, specifications, drawings, bill of quantities and discussions with technical and production departments.
* Prepares the tender analysis sheet and presents it to the manager.
* Responsible for submitting the tender on time.
* Monitors and stores the costs to improve the accuracy of future pricing.
* Delegates the inquiries to other estimators.
* Checks the estimates or worksheets made by other estimators.

**Communications and Working Relationships:**

• Interfacing with the customer, vendor and suppliers during solution development & sales, technical, design and projects to confirm solution development.

**August, 2006 to June 2007 : Silver Coast Construction & Boaring Est. Position held : Site Supervisor**

**Project Name :** Construction of Accommodation and office Building (CMW)

**Project Consultant :** APG Consultant

**Location :** Safran Airbase, Madinat Zayed Abu Dhabi, U.A.E

**Responsibilities:**

* Plan and schedule projects, estimate time and materials, supervise subordinates, maintain records and files and prepare reports.
* Plan and supervise the work of electricians.
* Plan and estimate electrical jobs.
* Maintain records on electrical jobs and assign to appropriate personnel.
* Assist in coordinating job assignments with the other trades, e.g., plumbers,

carpenters, etc.

* Assist contractors on jobs.
* Advice coordinator and assistant director of technical problems concerned with installation, modification and repair of electrical assignments.
* Recommend procedure revisions when necessary to fully utilize assigned personnel and equipment.
* Inspect work to ensure compliance with standard procedures and electrical assignments.
* Examine electrical services for proper working procedures.

**August 2004 to April 2006 : KULAK/KBR Construction Company**

**Position held : Operations Maintenance**

**Responsibilities:**

* Installs and repairs electrical systems, apparatus, and electrical and electronic components of industrial machinery and equipment, following electrical code, manuals, schematic diagrams, and other specifications, using hand tools, power tools, and electrical and electronic test equipment: Installs power supply wiring and conduit for newly installed machines and equipment.
* Diagnoses malfunctioning apparatus, such as transformers, motors, and lighting fixtures, using test equipment, and replaces damaged or broken wires and cables, using hand tools.
* Replaces faulty electrical components of machine, such as relays, switches, motors and positions sensing devices using hand tools.

**AFFILIATIONS**

Member– Institute of Integrated Electrical Engineers –Abu Dhabi Chapter

Member–Filipino Professional Group

**OTHERPERSONALINFORMATION**

Name - Erdie

Date of Birth - March 02, 1975

Place of Birth - Manila, Philippines

Nationality - Filipino

Passport Details - (Valid until 06 January2021)

Marital Status - Married

Number of Children - 1