 **Gulfjobseeker.com CV No:256123**

E-mail: gulfjobseeker@gmail.com

**Career Objective**

To enhance the knowledge & skills I had acquired in school & in my previous employers by means of actual performance in your firm & help the company attain its goals & objectives.

**Qualities & Skills**

* Computer literate & can perform task using Microsoft Office (Word, Excel, Powerpoint, Outlook, etc.)
* Had experiences with CAD programs such as Pro-E, OSD & AutoCAD
* Knows how to speak basic Arabic language & is fluent in English both speaking & writing
* A good team player & can also perform task individually
* A fast leaner & can do tasks immediately after some trainings
* Efficient, honest, reliable, mature, & can work under pressure
* Maintains professional relationship among workmates, other employees & business partners
* An employee who accepts his mistakes & can stand for his actions
* Photo enthusiast (photographer) & can provide a portfolio upon request
* Can do photo editing using Adobe Photoshop & can also do some basic layouts (album layouts, event invitations, tarpaulins, etc.)

**Work Experience**

 June 2014 : **Unified Real Estate Development Co.**

- May 2015 ( , Kingdom of Saudi Arabia)

 **Document Controller**

* Under the Technical Services Department, responsible in all documents related to constructions & technical services such as contracts, warranties, purchase orders, drawings, etc. Monitor the monthly budget of the department, collects invoices from contractors/vendors, & submit invoices to Finance according to the approved budget of the department.

May 2013: **SK Engineering & Construction – 2011 Saudi AND Project**

- Feb 2014 (Riyadh, Kingdom of Saudi Arabia)

 **Project Control Engineer**

 - Under the Project Control Department, responsible in all contracts, subcontracts, amendments, & purchase orders made between the company & the contractor & also between the company & the subcontractors. Also responsible for the safe-keeping of all these documents. Receives invoices from vendors & subcontractors to verify & make an application for payment for these invoices.

April 2012: **SK Engineering & Construction – KAPSARC Project**

- April 2013 ( , Kingdom of Saudi Arabia)

 **Administrator**

* Under the Human Resource Department, responsible in the arrangement of flight bookings & hotel room reservations. Also supports manpower supply control, Korean & global staff control & global worker control like visa & passport status.

Dec 2010: **Saudi Binladin Group – Royal Terminal Project**

- Dec 2011 ( , Kingdom of Saudi Arabia)

 **Storekeeper**

* Responsible in the issuance of the materials needed by the maintenance technicians & other people. Also responsible in the requesting & receiving of stocks.

May 2010: **Emerson Network Power**

- Oct 2010

 **Debug Technician**

 - Under Debug Engineering Section of LECO Department, responsible in trouble-shooting of boards with found failures in different aspects.

Oct 2009: **STI College – Batangas Campus**

- Apr 2010 (

 **Career Adviser/Admission Officer**

 - Under Administrator’s Office, in-charge of the marketing strategy of the school & is responsible for the admission of new & old students.

Sept 2009: **AMA Computer Learning Center**

- Oct 2009 ( Philippines)

 **Asst. Instructor I**

 - Under Software Department, teach AutoCAD software for short course class enrolled for 90hours.

Aug 2007: **Epson Precision (Philippines) Inc.**

- May 2009 ( Philippines)

 **Staff Engineer**

 - Under Parts Engineering, evaluate the parts & secure its processes at supplier side to guarantee the quality of Casing parts & sub-assembly parts to be used in the production.

June 2006: **Intel Technology Philippines, Inc.**

- Nov 2006 ( Philippines)

 **On-the Job Trainee**

 - Under Ink/Laser Mark Group, analyze the defects encountered at Ink/Laser Mark Modules & defects encountered at the next processes that are related to the ink/laser mark of the product.

**Trainings & Seminars Attended**

May 2010 : **Building Wiring Installation NC II**

- June 2010Dated **June 30, 2010**

 ( , Philippines)

Aug 2009 : **Fast Track Training Program in Industrial**

- Apr 2010 **Instrumentation and Process Control**

SO (D)(R-IV)

 Dated **May 6, 2010**

  Philippines)

# Professional Affiliations

2004 - 2007 : **Junior Institute of Electronics and Communications**

 **Engineers of the Philippines (JIECEP)**

 Member - (Batangas State University)

**Educational Background**

2002 - 2007 : BS in Electronics and Communications Engineering

 **Batangas State University**

 Alangilan Campus

  Philippines

1998 - 2002 : Secondary Education

 **Batangas State University**

 Main Campus

  Philippines

1992 - 1998 : Elementary Education

 **Saint Bridget’s College**

  , Philippines

**Personal Information**

Date of Birth : 16th April 1985

Religion : Christian

Gender : Male

Height & Weight : 5’8” 83kg

Civil Status : Single

Nationality : Filipino