**KENNETH**

Email Add: Kenneth.264149@2freemail.com

**OBJECTIVE:** To work in a reputable company that will enhance my ability in the technical and engineering skills.

**EDUCATION**

**Bachelor of Science in Industrial Engineering**

Holy Angel University

Angeles City, Philippines

2007 - 2012

**Secondary Education**

**Holy Cross College**

Sta. Ana, Pampanga

2003 - 2007

**ORGANIZATION**

2007 – present Member, PHILIPPINE INSTITUTE OF INDUSTRIAL ENGINEERS (PIIE), Philippines

**WORKING EXPERIENCE**

**Industrial Engineer**

DMCI Homes | Bangkal, Makati City, Philippines

*July 08, 2013 – January 30, 2016*

 *RESPONSIBILITIES:*

**Logistic and Material Coordinator**

* Purchase Requisition – Received all material requests to all project site, analyse and evaluate the material requested. Check the inventory of the central warehouse of the company if the material is available, if available check the quality and specification if the material is suited in the project. If the material is not available at central warehouse coordinate the requested material to purchasing for them to purchase the materials needed.
* Equipment Inventory – Obtain weekly inventory of equipment deploy at project site. Verify if the equipment’s are idle, operational or in breakdown/downtime status. Set monthly schedule of preventive maintenance of every equipment.
* Project Equipment Requisition – Deploy the equipment on the project site as needed. Make weekly schedule monitoring of equipment how long the project will use the equipment. Forecast future schedule of equipment’s base on the construction schedule.
* Warehouse Inventory – Obtain weekly inventory in the central warehouse and distribute to projects for there references.

**Quality**

* Non-Conformance Report (NCR) – Act as middleman between project and Quality Management Department (QMD). Assist project to lessen and close their NCR’s and make follow up on their balances. Prepare weekly monitoring of the status reconciled with QMD.
* Structural Quality Control – Collate bi monthly report and make preventive correction for the site
* Unit Owner Complaints – Generate monthly report. Analys the customer complaint if it is for construction concern and make recommendation on how to prevent the complaint that will not occur with other customer.
* Work Method Statement – Make standard procedure on the phase or scope of work in the project.

**Project Coordinator**

* Operations Report – Ensure compliance on the report submission deadlines of Projects. Verify/check accuracy and completeness of project report.
* Project Status – Prepare /updates Project status report weekly
* Manpower – Prepare /update Manpower and Manpower distribution report weekly. Prepare personnel monitoring weekly.

**Urgent Concerns**

* Collect critical drawings and award that are follow up from projects
* Prepare weekly concern status to Design and Engineering Department

**Business Systems Analyst**

The Medical City | Ortigas Avenue, Pasig City, Philippines

*July 1, 2012 – June 30, 2013*

*RESPONSIBILITIES:*

**Systems and Process Improvement Section**

* + Conducts time and motion studies and develops alternative ways to improve systems and procedures
	+ Develops and recommends operating standards in relation to work, qualifications, performance, and safety for the purpose of establishing improved methods of operation
	+ Develops and assures that hospital policies and procedures meets the standard set by International Accreditation Buddies.

**Quality Management Section**

* + Reviews and evaluates existing policies for system enhancement/improvement
	+ Develops quality assurance/improvement programs to ensure that policies and procedures are properly carried out
	+ Conducts training and orientation on quality improvement projects/results
	+ Handles the hospital’s accreditation to International Organization Standards

 **Industrial Engineer (On-the-job Trainee)**

L&T International Group Philippines. Inc. Clark Field Pampanga, Philippines

*February 02, 2011 – May 02, 2011*

*RESPONSIBILITIES:*

* + ConductTime Study, Inventory Report, Plant Lay outing and scheduling.

**SEMINARS AND TRAININGS ATTENDED**

Sep. 20 to Oct. 25, 2014 Construction Occupational Safety & Health DMCI Corporate Center

December 05, 2011 Financial Management Holy Angel University

October 06, 2010 Supply Chain Management Holy Angel University

June 19, 2010 Leadership Core Teambuilding Clark Field Pampanga

January 09, 2010 Basic Networking Holy Angel University

August 22, 2009 Logistics Management Holy Angel University

August 07, 2009 Sewage Treatment Program PEZA Baguio City

July 08, 2009 Project Management Holy Angel University

**SPECIAL SKILLS**

* Knowledge in Production Planning and Control, Inventory Management, Quality Control, Ergonomics, Operations Research and Time and Motion Study.
* Capable of Work Measurement ,Methods Studies and Logistic
* Proficient in Microsoft Office Softwares such as Word, Excel, PowerPoint and Visio
* Has strong interpersonal skills and can work both in field or office.
* Good analytical and reporting abilities
* Autocad, Photshop and Simulation System, SAP

**PERSONAL DATA**

Age : 25 years old

 Date of Birth : December 09, 1990

 Sex : Male

 Civil Status : Single

 Nationality : Filipino

 Work Experience : 4 years

*I hereby certify that the above information is true and correct to the best of my knowledge and belief.*

 *Applicant’s Signature*