**PETE ALVIN E. TUAZON**

POSITION APPLIED:

**OBJECTIVE:**

To seek for a challenging and rewarding position where I can fully contribute and enhance my knowledge and my professional skills in a dynamic and stable workplace and apply that knowledge into practice that should be beneficial in helping the goal of the company. And be part of an organization that encourages learning and gain valuable experience and to build a long-term career in my profession with opportunities for career growth.

**EMPLOYMENT HISTORY:**

Experience Level : **Total 3 Years on going of Experience**

Local : 2 Years

Abroad : 1 Year

Company Name : **HANWHA ENGINEERING & CONSTRUCTION**

Mailing Address : 9th Floor, Korea FKA Tower 24, Yeoui-daero, Yeongdeungpo-gu,

Seoul, Korea

Inclusive date : July 20, 2015 – July 19, 2016

Project Name : **Phosphoric Acid Plant (PAP Project)**

Client : **SAUDI ARABIAN MINING COMPANY (MA’ADEN) &**

**FLUOR SAUDI ARABIA**

Contractor : **HANWHA ENGINEERING & CONSTRUCTION**

Inclusive Date : July 20, 2015 – July 19, 2016

Designation : **Rotating Equipment Engineer**

**Cum Document Controller** (July 2015 – July 2016)

Department : MECHANICAL DEPARTMENT

**JOB DESCRIPTION:**

As a **Rotating Equipment Engineer:**

* Documentation of equipment, including installation status, reports. Maintaining log files up to date.
* Evaluate the equipment repair and operational techniques.
* Function as technical resource to maintenance groups to direct and recommend problems solutions.
* Prepare equipment RFQ packages and technical bid evaluations and make vendor suggestions.
* Review vendor design documents and coordinate with vendors during equipment design and fabrication process.
* Conduct routine and complex engineering, analysis and technical tasks.
* Conduct technical leadership role to supervise, coordinate and direct others.
* Develop life cycle costs for rotating equipment repairs and replacement.
* Suggest for spare parts for rotating equipment.
* Function as Cost Engineer to budget and minimize the cost for the equipment (Purchasing, Change Order, repair and maintenance) and making invoices for payment.
* Monitoring the installation of rotating equipment (such as pumps) and conditioning (Lubricating) before its operation starts.

**As a Document Controller:**

* Preparing all correspondences like (transmittal, letter, MOM, FQ, TQ, etc) between contractor & client (vice versa) & between contractor & sub-contractor (vice versa)
* Uploading all correspondences in Project Online (POL) Server.
* Uploading & downloading all latest drawing to be sent to sub-contractor.
* Maintaining the files and logs up to date.
* Registering of internal and external documents relevant to the company policy.
* Expedite to the responses documents being issued to all concerned employees.
* Archiving data for historical purposes.
* Maintain original documents and check print files keeping all superseded revisions.
* Ensure timely processing and return of documentation.
* Purchasing materials and making change orders.
* Making Invoices Slip using EPC System.
* Keeping and updating the list for Invoices Slip, Purchase Orders and Change Orders that have been made.
* Sending the invoices slip to the head office via email to inform them the payment for the suppliers and subcontractors.

**TARLAC POWER CORPORATION**

Brgy. Sto. Niño, Tarlac City

Tarlac, Philippines 2300

**Mechanical Engineer**

*June 2014 – June 2015*

**JOB DESCRIPTION:**

* Monitor the operation of the Diesel Engines system.
* Prepare technical report of Diesel Engines system and its status to head operation engineer.
* Assist the head operation engineer for inspection of the piping, valves and turbines operation.
* Prepare technical report of status of the motors and its operation including maintenance and breakdown.
* Carry out periodic inspection of turbines, piping, valves and motors operation to ensure its continuous and safe operations.

**SALVADOR FREIGHT CORPORATION**

Sitio Estrella, McArthur Highway San Rafael

Tarlac City, Philippines

**Inventory Staff/Purchaser** (Working Student)

*January 2013 – January 2014*

**JOB DESCRIPTION:**

* Monitoring and maintaining the availability of stocks or materials (daily, weekly and monthly).
* Issuing of materials.
* Monitoring and making reports of daily maintenance.
* Monitoring the materials issued to different trucks (monthly).
* Checking and recording the returnable materials of trucks.
* Canvassing, purchasing and ordering of needed materials to suppliers.
* Inputting in the computer of daily issuance and purchases made.**CE:**

**TRAINING BACKGROUND:**

**Basic Occupational Safety & Health Training Course**

LABSPEAK Safety Management Incorporated

Balanga City, Bataan, Philippines

July 21 ~ 25, 2014

**On-The-Job Training Program:**

Tarlac Power Corporation

Brgy.Sto. Nino, Tarlac City

April 8 – May 29, 2013

**CERTIFICATE OF EMPLOYMENT:**

* Mechanical Engineer (Rotating Equipment) at HANWHA Engineering & Construction
* Mechanical Engineer at TARLAC POWER CORPORATION
* Inventory Staff at SALVADOR FREIGHT CORPORATION

**TRAINING & SEMINARS ATTENDED:**

Mechanical Engineering Educational Field Trip Seminar OCTOBER 13~18, 2013:

* FRABELLE FISHING CORPORATION
* ENERTECH SYSTEM INDUSTRIES
* KALAYAAN PUMPED STORAGE POWER PLANT
* UNION GALVASTEEL CORPORATION
* MAKBAN GEOTHERMAL POWER PLANT
* HONDA PHILIPPINES, INC.
* COLUMBIA WIRE AND CABLE CORPORATION
* MOLDEX PRODUCTS INC.
* August 2015 : “Basic First Aid Training”, Turaif K.S.A
* September 2015 : “Risk Management”, Turaif K.S.A
* October 2015 : “Effective Construction Safety Training”,
* November 2015 : “Special HSE Training for Job Hazard Analysis Safety Training”
* November 2015 : “Working at Heights”, Turaif K.S.A
* January 2016 : “Permit to Work Training”, Turaif K.S.A
* February 2016 : “Personal Protective Equipment”, Turaif K.S.A

**PERSONAL INFORMATION:**

|  |  |
| --- | --- |
| Year of BirthNationalityStatusSpouse NameChild’s NameTheir Address Contact Nos. | : 16 February 1991: Filipino: Married: Mary Ann Ballard Tuazon: Pete Zion Ballard Tuazon: Sitio Paroba II, Brgy. Tibag 2300 Tarlac City, Tarlac, Philippines: +971 556 954 842  |

**SKILLS:**

Document Management

Technical documentation

Quality Management

Good Communication & Team working skills

The ability to work under pressure

Capable of using:

* + - Microsoft Office (Words, Power Point and Excel)
		- Auto Cad
		- Solid Works
		- Knowledge in EPC Management (Invoicing)

**EDUCATIONAL ATTAINMENT:**

Tertiary : **Bachelor of Science in Mechanical Engineering** Tarlac State University

 San Vicente, Tarlac City

 *Graduate*, S.Y. 2009 - 2014

Secondary : Maliwalo National High School – Annex

 Tibag, Tarlac City

 2005 – 2009

Primary : San Isidro Elementary School

 San Isidro, Tarlac City

 1999 - 2005

**Job Seeker First Name / CV No: 302987**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

