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| **BRYAN Abu Dhabi, UAE****bryan.307600@2freemail.com**  |
| **OBJECTIVE**To secure a position in engineering firm in a stable company through performing professional & methodological procedures in business for continual success of the organization. More than 10 years experience. |
| **SKILLS & ABILITIES****Designing:****Coordination & Business Development:****Change Management:****Technical:****Technical Writing / Documentation Process:****Flexibility:** | * Experience using Intergraph G/Technology and NetCracker for SLD creation.
* Scheme analysis of fibre orders.
* Experience in PM coordination and support based on company policies, PM standards and best practices.
* Understanding of engineering disciplines.
* Experience in coordination of IT change management system for raised change requests of IT team.
* Experience in troubleshooting and preventive maintenance in manufacturing machines.
* Support testing of proposed IT projects for modification and enhancement.
* Experience in technical writing and processes of project’s technical documentations.
* Experience in bidding process, data archiving and control of documentations.
* Experience in internal auditing for accreditation of ISO 9001 as one model for the projects’ audit.
* Ability to work accurately, comply schedule, meticulous and handle priorities in a dynamic environment.
* Confident and clear written or verbal communication in English language with ability to engage with diverse range of individuals across all levels.
* Good time management, team player and goal oriented.
* Possessed valid driving licenses – Philippines, UAE and Qatar
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| **Work Experience****Project Officer / Designer - Nov 2015–Aug 2016****Lucky Joint Construction Pte Ltd – Singapore***Client: Singapore Telecom**Fibre Broadband Projects (Commercial)** Receive and analyze schemes of commercial fibre broadband orders to create SLD used in actual fibre installation.
* Design and process SLD using Intergraph G/Technology and Netcracker.
* Coordinate with planners for all schemes initiatives, modifications and updates.
* Coordinate with customers and building management prior to fibre installation at site.
* Process all requirements such as PTW, insurance, safety documents, cheques, worker’s details, site survey & installation schedules, risk assessment, etc.
* Internal coordination with PIC for the arrangement of all orders.
* Provide records of all documents for archiving and claims purposes.

**Technical Assistant - Jul2013 –Apr 2015****Gulf Business Machines - Doha, Qatar***Client: Public Works Authority (Ashghal)**ISD & Projects** Assist PM with the team related to projects and department.
* Prepare & process project documents such as RFP, SOW, project charter, deliverables, business case, initiative, report, etc.
* Accumulate licenses & AMCs, and project procurement records of ISD systems.
* Prepare workflow through MS Visio based on project requirements.
* Handle change management system application used in raised ISD change requests. Liaison with nominated CAB members, schedule discussion, follow-up the status, update the system, report production, submit downtime announcement for helpdesk issuance, and closure of change.
* Facilitate and participate in UAT sessions then update PM technical documents of the project.
* Schedule, facilitate and participate in meeting discussions of ISD services.
* Provide reply correspondence through CTS.
* Organize documentations for paperless system through portal and shared folders.
* Access day-to-day in-house applications (e.g. Oracle ERP, CTS, Manage Engine).

**Document Controller - Apr 2012–May 2013****BEAD Architects & Engineers - Abu Dhabi, UAE***Client: Tourism Development and Investment Company (TDIC)**Residential Palace for H. E. Sheikh Sultan Bin Tahnoon Al Nahyan - Abu Dhabi, UAE**Client: Sultan International Holdings**Six Residential Villas for H. E. Sheikh Sultan Bin Hamdan Bin Mohamed Al Nahyan - Abu Dhabi, UAE** Handle arrangement& submittals of SD, material approvals, RFI, IR, material inspection, & method statement, etc.
* Check and evaluate templates of all documents for conformance & standardization of project files.
* Support PM to pending contractual issues of the projects.
* Liaison with contractors regarding documents.
* Verification of document discrepancies for amendment.
* Prepare documents such as logs, report, drawing, chart, site photos in timely manner.
* Maintain the tracks of the Filing System
* Follow-up for submittal of reports, required letters & materials from related parties of the project.

**Document Controller - Nov 2008–Dec 2011****Core Engineering Consultancy LLC / Egis-Core Project Management JV – Abu Dhabi, UAE***Client: Abu Dhabi General Services, PJSC (MUSANADA)**Zayed City Project - Construction of 788 Villas , Construction of Boundary Walls, Construction of Street Lighting, Street Signs, Wearing Course, & Sidewalks** Attend project support for team and Musanada requirements.
* Assist Deputy Project Director for PM issues and records.
* Support evaluation of IPCs.
* Liaison with contractors regarding documents.
* Prepare documents such as logs, report, drawing, chart, site photos in timely manner.
* Maintain the tracks of the Filing System through previous version of MIS and spreadsheet.
* Follow-up for submittal of reports, required letters & materials from related parties of the projects.
* Procurement & monitoring of project office deliverables.
* Assemble & maintain PC hardware, software and other PC peripheral issues.

**Technical Support - Feb 2007–Feb 2008****Hyundai Mipo Dockyard Company, Ltd. – Ulsan, South Korea*** Comply with supervisor to ensure correct alignment of pre-cast metal sheets prior to welding application.
* Liaison with team leader during hall block testing prior to end-user snag list checking. Accompany end-user during blocks testing and perform repair.
* Work with team leader to ensure targeted output, yield and quality are met.
* Awareness to production list of manufacturing protocol.
* Check pressurized welding for end-user testing.
* Operate grinder device after welding functions.

**Technician/Operator - May 2004–Jan 2006****Acer-Unipac Optronics Corporation – Taoyuan, Taiwan*** Preventive maintenance of PVD sputter machines: change old to new parts such as target, susceptor, clampers, mask, walls, belt, etc.
* Test connections, gaps and resistance to ensure specified measurements of all parts installed.
* Check water level of cooling valves of sputter machines during operation.
* Preventive maintenance of thin glass and cassette cleaners.
* Random endurance test to all PVD machineries in quarterly basis.
* Monitor the spare parts life span, disposal & deliveries. Inventory of parts including deliveries and orders.
* Key-in sputter & glass cleaner utility preventive maintenance checklist in intranet database on daily, weekly, monthly and quarterly bases.
* Undertake ad hoc duties being assigned by the supervisor/shift engineer.
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| **Education**Central Colleges of the PhilippinesBachelor of Science in Electronics and Communication Engineering |
| **Affiliation**Project Management Institute – Member 2015-2016Filipino Association for Computer Excellence (FACE) Abu Dhabi Chapter – Member 2011-2012 |
| **TrainingS & SEMINARS**Project Management Professional Syscoms Information Technology, QatarITIL FoundationSyscoms Information Technology, Qatar Architectural Overview of TCP/IP MERALCO Foundation Institute Fibre Optics Communication Central Colleges of the PhilippinesStructured Cabling System Central Colleges of the PhilippinesISO 9001:2008 Quality Management SeminarBEAD Architects and Engineers, Abu DhabiAconex Certified Professional Aconex Online Trial Occupational Safety & Health Training Occupational Safety & Health Center (OSHC-DOLE) General Training Exam for International English Language Testing System (IELTS)British Council, Abu Dhabi  |
| **PERSONAL Details**Birth date: 27 March 1978Interest: Reading, guitar, table tennis |