**Arvin**

[**Arvin.325412@2freemail.com**](mailto:Arvin.325412@2freemail.com)

**Industrial Engineer**

**Personal Summary:**

A meticulous, hard-working and focused professional who has a long track record of identifying probable risks, preventing accidents and implementing safety regulations. I have considerable experience in a Plastic Compounding company as a **Production Coordinator,** and both as a **Safety Inspector role** and **Shop Engineer role** in a Steel Fabrication company**.** A team-oriented, resilient and has a self-consistent personality, along with a very precise and goal-oriented working style. Right now I am looking for a permanent position with a company where there is future potential for promotion based on individual performance.

**Career Objective:**

To seek greater opportunity, greater challenge and more responsibility. To put into practice all the leanings I’ve gained from my previous work, studies, trainings and seminars attended.

**Academic & Professional Qualifications:**

* **Graduate of Bachelor Degree of Science Major in Industrial Engineering minor in Civil Engineering** in a refutable College.
* **NEBOSH International General Certificate Level 3 Passer**
* ***IOSH Managing Safely*** *Certified*
* Certified on Globally Harmonized System of Classification and Labelling of Chemicals (GHS)
* *Accredited Safety Practitioner* of Department of Labor and Employment (DOLE)

* Active Member of Safety Organization of the Philippines
* Safety Program Audit Certified
* First Aid and Basic Life Support Training Standard Certified

**Areas of Expertise**

Workplace ***Safety*** ***Coaching*** and ***Motivating*** Others **Process Enhancement**

***Supervisory*** Skills ***Lean*** Manufacturing **System Analysis**

***Time*** *Management* *Production* ***Planning and Control*** **Material** *Management*

**SAP** *Software*  ***Quality Management Systems* Project** *Management*

**CAD** *Software*  **Resource** *Planning and Management* **Strategic and Tactical** Planning

**Professional Experiences:**

Worked Both as a **Cadet Engineer** and *appointed* **Shop Engineer**

**Grandspan Development Corporation –** Rizal , Philippines

**(October 2011**)

**Duties & Responsibilities:**

* Monitoring and supervision of Production at

(Material Preparation – Rolled and Plate Section) Production Department

Worked both as **Safety Officer** (if on Project Site) and **Jr. Safety Inspector** (if on Plant Site)

**Granspan Development Corporation**– Rizal, Philippines

*October 2011 – December 2014*

**Safety Officer:**

**Duties & Responsibilities:**

* Conduct Daily Safety inspection at project site including the Sub-Contractors
* Submit report such as daily safety report, accident/incident report and prepares report/s that maybe required
* Conducts accident / incident investigation, formulates appropriate permanent preventive measures
* Assist the supervisor in the event of incident occurring on site, reporting, informing, investigation, taking photographs and gathering evidence
* Attend with client’s Safety Coordination meeting
* Conduct orientation to newly hired employees
* Maintaining an audit trail of all H&S documents.

**Jr. Safety Inspector:**

* Responsible in carrying daily inspection of plant areas to identify hazards and its correction
* Initiate Safety Orientations to newly hired and rehired employees pertaining to safe work habits and procedure
* Evaluation of safety equipment’s PPE being used for safety purpose
* Preparing reports by collecting, analyzing, and summarizing regulatory and compliance data and trends.
* Making regular site inspections.
* Producing concise reports for managers on Health and Safety matters.
* Performing root cause analysis for incident/accident investigations.
* Producing risk assessments.

Worked as a **Production Coordinator /Production Engineer**

**Astra Polymers Compounding Co. Dubai-UAE**

**(March 2015 - Present**)

* Responsible for checking and updating the Daily Production Schedule, Daily packing Report, Daily Packaging Report, and Daily Production Report
* Responsible for Documenting the Container Shipping and Delivery.
* Responsible for Making Work Order with regards to production process issues to be done by the Maintenance Department.
* Responsible for coordinating with different Departments such as Warehouse, Quality Control, Maintenance, Administration, Human Resources etc. With regards to some issues in the production.
* Responsible for Documenting the Transfer of Stock (finish goods) to the Warehouse.
* Responsible for posting the quality produce material in the system using **SAP** Software
* Monitoring of Daily supply of tools and equipment and making a purchase request thru **SAP**.
* Monitoring of Raw Materials and Updating of LOT Tracking for each Process Order
* Monitoring and inspection of Daily Machine Report
* Daily Checking of the Container of finish goods for possible issues.
* Coordinate with releasing and shipping of Finish Goods.
* Assist the Forklift Operator in Loading the Raw materials in the debagging area.
* Coordinate with the warehouse department regarding the sequence and quantity of raw materials.

**Computer Proficiency:**

* + - * MS Office Applications ( Word, Excel, Outlook, Powerpoint)
      * Windows Operating System ( XP, Vista, 7, 8)
      * Adobe Photoshop, Dreamweaver, Flash Cs6- Edition
      * **SAP GUI** (Systems Application and Products)
      * **AutoCAD 2015** (Autodesk)

**Machine Proficiency:**

* + - * Basic Knowledge in Operating **Lathe machine**
      * Basic Knowledge in Operating **Twin Screw Machine**
      * Knowledgeable in Operating **Forklift**
      * Knowledgeable in Operating **Wrapping machine**

**Project Assignments:**

Renovation of Guardhouse, Security Office and Parking Lot

Client: Philip Morris Fortune Tobacco Corporation (PMFTC) Makati City, Philippines

November 2011 – February 2012

68 Roces Land Development Phase 1B and 2

Client: Eton Properties Philippines Inc. (EPPI) Quezon City, Philippines

February 2012 – April 2013

Bay 5- Mezzanine Renovation

Client: Lufthansa Technik Philippines (LTP) Pasay City, Philippines

June 2013 – August 2013

Rehabilitation of Old Distillation Building and Zozen Boiler House Project

Client: Absolut Distillers Inc. (ADI) Lian Batangas, Philippines

August 2013 – January 2014

Multi- Purpose Aircraft Docking System

Client: Lufthansa Technik Philippines (LTP) Pasay City, Philippines

January 2014 – March 2014

One Unit Chimney and Support

Client: Don Mariano Consunji Inc. (DMCI)

March 2014 – October 2014

**Education Background:**

Field of Study : Bachelor of Science in Civil Engineering

University : FEU- East Asia College

Date Attended : June 2005 – August 2007

Field of Study : Bachelor of Science in Industrial Engineering

University : Siena College Taytay

Date Attended : October 2007- March 2011

**Certifications, Trainings & Seminars:**

*Trainings and Seminar*   *Date Attended*

NEBOSH International General Certificate May 2016

AutoCAD 2015 Comprehensive (2D & 3D) November 2014

Seminar on Safe Use of Chemicals at Work June 2013

Trainer’s Training February 2013

Emergency Preparedness Seminar for ERT Members October 2012

Loss Control Management April 2012

Basic Occupational Safety and Health Training Course October 2011

Seminar on Green Engineering March 2011

Negotiation Skills 101 October 2009

**Personal Data:**

Age : 28 years

Marital Status Single

Nationality: Filipino

Date of Birth : 12 Oct. 1988

Gender: Male

Home Country : Philippines

Language Proficiency : English and Tagalog

Visa Status : Working Visa