**Engr. Rochelle**

E-mail: Rochelle.327167@2freemail.com

Birthdate: June 9, 1981

Age: 35

**Objective:**

To be able to contribute to the best of my ability and be a part of an organization that will ensure continuous career growth while developing previously acquired skills and capabilities.

**Career Highlights:**

* Experience in Project Management Operations Project Planning for On Site and Main Office functions.

**Skills/Qualifications:**

**Degree in Bachelor of Science in Civil Engineering**

Mapua Institute of Technology, Intramuros Manila, Philippines

**Graduated Top 8th of Class 2002**

**CE-EnSE Student Council Cabinet Member- Secretary of Scholastic Affairs**

On the Job Training-J.H.Pajara Construction Corporation

Quezon Ave-EDSA Interchange Project, Quezon Ave. Quezon City, Philippines

**Civil Engineering Licensure Exam Passer**

Professional Regulation Commission-Philippines

November 23-24, 2002

**Completed Course on Primavera 6 Project Planning**

**Zabeel Cultural Institute –January 2009**

**Bur Dubai, Dubai UAE**

**Completed Course on Construction Computer Software (Candy)**

CCS Estimating and Valuations

August 2007-Dubai UAE

**Proficient in Microsoft Office Applications such as formatting spreadsheets (Excel), PowerPoint Presentations, Primavera 3, Primavera 6 and Auto Cad**

**Excellent in Preparation of Project Reports and Project Evaluation**

**Excellent Analytical Skills for Planning and Project Management Functions**

**Seminar Attended:**

**Preliminary Estimates and Cost Planning of Buildings**

28 November 2008-PIQS United Arab Emirates

**Affiliations:**

* Philippine Institute of Civil Engineers- Philippines
* National Alumni of Mapua Institue of Technology –UAE/Philippines
* Philippine Institute of Quantity Surveyors- UAE

**Work Experience:**

 Planning Engineer: October 8, 2015 to April 2016 QATAR

**ABDULLAH AL MUFTAH TRADING AND CONTRACTING COMPANY WLL Duties and Responsibilities:**

* Updating of Primavera 6 version 8.3 Based Construction Program/Work Schedule, Bar Charts and S-Curves, Manpower Histograms, Resource and Cost Loadings, and Weekly, Monthly and Quarterly Accomplishment Percentage for Project Monitoring.
* Monitoring of progress at site and ensure that the project is being tracked down as per schedule, from Engineering, Procurement and Project Execution.
* Discuss issues and concerns the probable cause of delay and critical activities of the project.
* Responsible for preparation of Weekly, Monthly and Quarterly Client Reports
* Generates/Prepares weekly, monthly and quarterly project Look Ahead
* Acquired approval of the Extension of Time Claims including preparation of summary presentation and substantiation for the client and consultant.
* Coordinates with Subcontractors regarding planning matters.
* Prepared Construction Programs for Tender purposes

**Projects:**

* **Construction of 3 Residential Buildings (3B+G+9+Roof+ Mechanical Floor)) at Al Erkyah, Lusail Qatar**
* **Construction of 2 Nos. Beach Villa G+1 + Swimming Pool at The Pearl Qatar**

 Planning Engineer: May 22, 2015 to August 2015 PHILIPPINES

**MEGAWIDE CONSTRUCTION CORPORATION**

**Duties and Responsibilities:**

* Updating of Primavera 6 version 8.3 Based Construction Program/Work Schedule, Bar Charts and S-Curves, Manpower Histograms, Resource and Cost Loadings, and Weekly and Monthly Accomplishment Percentage for Project Monitoring.
* Monitoring of progress at site and ensure that the project is being tracked down as per schedule, from Engineering, Procurement and Project Execution.
* Discuss issues and concerns the probable cause of delay and critical activities of the project.
* Responsible for preparation of Weekly , Monthly and Quarterly Client Reports
* Generates/Prepares weekly, monthly and quarterly project Look Ahead
* Preparation of the Extension of Time Claims including preparation of summary presentation and substantiation for the client and consultant.
* Coordinates with Subcontractors regarding planning matters.

**Projects:**

* **Construction World Hotel Residences Makati ( 3B+G+24 floors Hotel Apartments) at Makati Ave. Makati City**

 Planner (Sr. Associate): October 16, 2013 to January 15, 2014 PHILIPPINES

**MAKATI DEVELOPMENT CORPORATION**

**Duties and Responsibilities:**

* Updating of Primavera 6 version 8.3 Based Construction Program/Work Schedule, Bar Charts and S-Curves, Manpower Histograms, Resource and Cost Loadings, and Weekly and Monthly Accomplishment Percentage for Project Monitoring.
* Monitoring of progress at site and ensure that the project is being tracked down as per schedule, from Engineering, Procurement and Project Execution.
* Discuss issues and concerns the probable cause of delay and critical activities of the project.
* Responsible for preparation of Weekly , Monthly and Quarterly Client Reports
* Generates/Prepares weekly, monthly and quarterly project Look Ahead
* Preparation of the Extension of Time Claims including preparation of summary presentation and substantiation for the client and consultant.
* Coordinates with Subcontractors regarding planning matters.

**Projects:**

* **Construction of Park Terraces Tower 1, 2 and 3 at Ayala Makati City**

 Planning Engineer: June 2011 to July 2012 UNITED ARAB EMIRATES

**AL FARA’A GENERAL CONTRACTING CO. LLC.**

**Duties and Responsibilities:**

* Preparation of Monthly Invoice based from Planning Package for approval of client to process payment.
* Updating of Primavera 6 version 7 Based Construction Program/Work Schedule, Bar Charts and S-Curves, Manpower Histograms, Resource and Cost Loadings, and Weekly Accomplishment Percentage for Project Monitoring.
* Monitoring of progress at site and ensure that the project is being tracked down as per schedule, from Engineering, Procurement and Project Execution.
* Discuss issues and concerns the probable cause of delay and critical activities of the project.
* Responsible for preparation of Weekly and Monthly Client Reports
* Responsible for the Preparation of Weekly and Monthly Presentations.
* Responsible for the preparation of Weekly and Monthly Internal Reports.
* Generates/Prepares weekly and monthly project Look Ahead
* Prepared recovery program as required by client.

**Projects:**

* **EPC Construction of Habshan 5 Industrial Facilities for Abu Dhabi Gas Industries LTD (GASCO)Includes Engineering, Procurement and Construction of Infrastructures (Road, Underground Utilities and Landscaping), Concrete Structures and Structural Steel Buildings- Management Building, Substation, Laboratory Building, Main Warehouse, Maintenance Building, Mosque, Fire Station, Gatehouses, Fabrication Workshop, Open Workshops, Garbage Rooms, Contractor Building, Restaurant and Technical Center and Chiller Yard) at Habshan 5, Abu Dhabi, UAE**

 Planning Engineer/Civil Engineer: August 2010 to June 2011 UNITED ARAB EMIRATES

**AL HUSSAIN GENERAL CONTRACTING LLC.**

**Duties and Responsibilities:**

* Preparation of Interim Bill for Payment Certificates –Civil Works for Bulk Storage Facilities Al Safran Airbase
* Preparation and monitoring Documents for Submittals (Drawing, Materials, Subcontractor)
* Preparation of Monthly Invoice for submission to client to process payment.
* Updating of Primavera 3 based Clause 14 Programs of Work/Work Schedules, Bar Charts and S-Curves, Manpower Histograms, Resource and Cost Loadings, and Weekly Accomplishment Percentage for Project Monitoring.
* Preparation of Recovery Program
* Monitoring of progress at site and ensure that the project is being tracked down as per schedule, from Clients submission and approvals, Procurement Phase and Project Execution.
* Discuss issues and concerns with the Project Manager for the probable cause of delay and critical activities of the project.
* Prepared recovery program as required.
* Responsible for preparation of Weekly and Monthly Reports
* Prepares/Generates Weekly and Monthly Look Ahead Programs.

**Projects:**

* **EPC New Operations Building (G+1) for Abu Dhabi Gas Industries LTD (GASCO) (Includes Engineering, Procurement and Construction of the New Operations Building, Chiller Yard and Substation) at Habshan Abu Dhabi, UAE**

 Planning and Cost Control Engineer: July 2007 to 2010 UNITED ARAB EMIRATES

**CONDOR BUILDING CONTRACTING LLC.**

**Duties and Responsibilities:**

**Planning Works:**

* Preparation and Updating of Clause 14 Programs of Work/Work Schedules, Bar Charts and S-Curves, Manpower Histograms, Resource and Cost Loadings, and Weekly Accomplishment Percentage for Project Monitoring.
* Preparation Program of Work/Work Schedules for Tender Purposes/, Bar Charts and S-Curves, Manpower Histograms, Resource and Cash flow Schedules.
* Preparation of Work Schedule/Project Schedule for Tender Purposes.
* Establish Project WBS (Work Breakdown Structure) and Important Project Milestones for Monitoring
* Monitoring of progress at site and ensure that the project is being tracked down as per schedule, from Authorities and Clients submission and approval, Procurement Phase and Project Execution.
* Discuss issues and concerns with the Project Manager for the probable cause of delay and critical activities of the project.
* Coordinate with the Project Consultants, Project Management and Contractor’s Project Manager for generating work schedules and reports.
* Responsible for preparation of Look-Ahead Programs as required by the Consultant/Project Management (Two (2) Weeks, Thirty (30) days and Forty Five (45) days.
* Responsible for preparation of Revised Program for recovery and to finally cope with the delays.
* Analyze probable cause of delay and any other possible grounds for time extension.
* Responsible for submission of Time Delay Analysis/ Extension of Time Claim.

**Projects:**

* **Construction of 3B+G+6 Office Building for Deyaar Development at Al Barsha 1st, Dubai UAE**
* **Mudon Sales Center for Dubai Properties at Dubailand, Dubai UAE**
* **3B+P+G+24+HC+R Marina Star Tower for M/S UK CIG Developments at Dubai Marina, Dubai UAE**

**Cost Control Works:**

* Preparation of Project Budget.
* Checking of cost implications with regards to cost differences from tender stage to actual expenses
* Responsible for comparison and monitoring of Project Budget and actual expenses as well as evaluating cost differences according to their accomplishment.

**Projects:**

* **Construction of 3B+G+6 Office Building for Deyaar Development at Al Barsha 1st, Dubai UAE**
* **Mudon Sales Center for Dubai Properties at Dubailand, Dubai UAE**
* **Construction of G+1 Residential Twin Villas (32 nos.) for Easa Saleh Al Gurg at Mirdiff. Dubai UAE**
* **Makateb Office Building for Dubai Properties atIMPZ, Dubai, UAE**
* **B+G+12 Comm’l/ Resd’l Building for Mr. Obaid Salem Obaid Al Shamsi at Al Nahda 2nd, Dubai UAE**
* **G+3 Residential Building mr. Zuhail Zaal Juma Al Tayer at Al Warqaa 1st, Dubai**

 Project Coordinator (Project Management Group): May 2006 to July 2007 PHILIPPINES

**ACTIVE REALTY AND DEVELOPMENT CORP.**

**Duties and Responsibilities:**

* Project Monitoring: comparison with the Planned and Actual Accomplishments.
* Evaluates Contractor’s Billings, check and monitor from actual site condition and contract agreement or issued Purchase Order and further prepare Request for Payment.
* Coordinates with Government Agencies for Permits, Clearance and Licenses.
* Coordinates and prepares contract for the handing over or donation of Project amenities to the Government Agencies and respective Homeowner’s Association.
* Preparation of Job Contracts, Change Orders, Certificate of Completion and Notice to Proceed to Contractors
* Evaluate bid and quotations.
* Coordinate with Contractors for Bidding and Prequalification
* Preparation of Abstract of Bids

**Projects: (Land Development Projects)**

* **Town & Country North at Marilao, Bulacan**
* **Town & Country Southville at Imus, Cavite**
* **Town & Country Dasmariñas (Phase 1 and 2) at Dasmariñas, Cavite**
* **Town & Country Heights at Antipolo City**
* **Town & Country Hills at San Luis Antipolo City**
* **Town & Country Estates at Sumulong Highway, Antipolo City**
* **Town & Country San Pablo at San Pablo, Laguna**
* **Mt. Malarayat Golf and Country Club at Lipa City, Batangas**
* **Mt. Malarayat Residential Estates at Lipa City, Batangas**
* **Monticello Wooded Estates at Sto. Tomas, Batangas**

 Office Engineer: October 2005-May 2006 PHILIPPINES

**JH PATAWARAN CONSTRUCTION CO.**

**Duties and Responsibilities:**

* Preparation of Weekly Accomplishment Reports and Interim Bill including calculations and back up computations and reconcile with their representative for further evaluation.
* Preparation and Updating of Work Schedules, Bar Charts and S-Curves for Project Monitoring.
* Evaluation of Subcontractor’s Billings, assessment of completed works as per actual site conditions.
* Attend to Weekly Project Site Coordination Meetings for Issues, Updates and Monitoring of the Project.
* Preparation of Requisition and Coordinates for On Site Inspections, Concrete Pouring, Material Inspections. Etc.
* Prepares Variations and Cost Proposals associated with Contract Analysis.
* Monitoring of materials stock and preparation of Field Requisition for Project Site.

**Project:**

* **Construction of Reservoir at Olalia Road, Antipolo City Project of Manila Water Company Inc.**

 Office Engineer/Project Engineer: May 2003- October 2005 PHILIPPINES

**JADESTRESS BUILDERS**

**Duties and Responsibilities:**

* Preparation of Detailed Cost and Quantity Estimates for Bidding Purposes
* Participate in Electronic bid Conferences.
* Preparation of Project Budget including Monthly Budgetary Accomplishment and comparison with Actual Expenses
* Preparation of Accomplishment Reports and Billings.
* Preparation of Project Cash flow
* Preparation of Work Schedules, Bar Charts and S-Curves
* Coordinate with Clients and Authorities for Project Report and Progress Monitoring.
* Prepares Variations and Cost Proposals associated with Contract Analysis.
* Monitoring of materials stock and preparation of Field Requisition for Project Site.
* Preparation of As Built Drawings using Auto Cad
* Preparation of Documents for Final Handing over of the Project

**Project/s: Manila Water Company Inc. and Maynilad Water Services Inc.**

* **Pipe laying of Mainlines, Valve Replacement, Construction of Manhole Chamber for Line Meter and Line Valves and Replacement of Service Pipes in various locations at Parañaque City(AW-SOPA-01-05)-MWSI Project.**
* **Pipe laying of Mainlines, valves, hydrants, line meters and service connections at Mutual Homes Muntinlupa City - MWSI project**
* **Pipe laying of Mainlines, Service Pipes and Meter Set Assemblies, Installation of Line Valves, Line Meters and Fire Hydrants, Construction of Manhole Chamber for Line Meters and Line Valves along various streets of Guadalupe Nuevo, Makati City (SIP-MAK-166-04) MWCI Project.**
* **Rehabilitation of Fire Hydrants within San Lorenzo Village, Makati City (SIP-MAK-165-04). MWCI Project.**
* **Pipe Laying of Mainline, Service Pipes and Meter Set Assemblies and Line Valves including construction of Manhole Chamber for Line Meters and Line Valves at Pio Del Pilar Makati City (SIP-MAK-139B-03) MWCI Project.**