Enrico

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# CAREER OBJECTIVE

Position as open position where my accumulated skills and experience in different fields of work in **Automotive, Heavy Equipment** **Machinery,** **and Industrial Machinery** be fully utilized to facilitate documented repairs and maintenances giving mutual benefits that would result in the company’s growth and success.

• **Willing to take or to be trained to a specific position (e.g. Co-ordinator, Foreman, In-charge, Technician, Mechanic, Lead Person, Quality Control, Sales representative, Warehouse person, Office Driver, Collector, etc.…)**

# WORK EXPERIENCE

## October 2014 to 04 Nov 2016 Supervisor/in-charge in Maintenance Department

SIGMA FACTORY FOR STEEL PRODUCTS Saih Suhaib 3, 4th R/A, Opp. of DEWA Subs., Dubai Industrial City, United Arab Emirates

## Responsibilities

* Direct contact and coordination with the Plant Manager, Production Manager, Research and Development Manager, HSE Engineer & Production Engineers.
* Direct contact and coordination with the machineries’ manufacturer’s technical support & service department.
* Distribution of work to the maintenance personnel.
* Direct coordination with Electrical and Mechanical foreman and maintenance personnel.
* Strict implementation of job orders to (Mechanical foreman, Electrical foreman, Electrician and Mechanics)
* Implementation of Machine Breakdown Reports to Maintenance Personnel and its records.
* Outsourcing of Service providers for the Machineries if needed.
* Parts Request approval & signing, submitted by maintenance personnel.
* Parts order- outsourcing & receiving of Spare Parts and Consumables for the Machineries (foreign and domestic)
* Maintaining Spare Parts inventory (Monitoring of incoming and out-going of spare parts)
* Inspection of actual works.
* Keeping records and stamping of Delivery orders, Invoices, Receipt from purchases cash or credit; services rendered by outsource service provider that concerns maintenance.
* Quotations and Verification of parts purchased by the purchaser.
* Visit to service providers and parts supplier.
* Service recommendation and analysis to cut down maintenance cost.
* Attending seminars.
* Personal checking of Air Compressors and providing the necessary services needed usually outsource services such as Annual Maintenance Contract, by the manufacturer or distributor.
* Personal checking of Material Handling Equipment (e.g. Forklifts) and providing the necessary services needed usually outsource services such as Annual Maintenance Contract, by the manufacturer, distributor or outsource service providers.
* Inspection of plant vicinity.

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## September 2012- 2014 Overall Technician/ in-charge in Machineries Section

Al Jedar Trading and Machineries Industrial Area 15, Sharjah, UAE

## Responsibilities

* Direct contact and coordination with the General Manager.
* Direct contact and coordination with the manufacturer’s technical support department.
* Reports via email to the manufacturer if there are complaints from the customer.
* Evaluation and investigation if the machine was tampered or abused thus voiding warranty.
* Evaluation of the machine if it has factory defect
* Out of the country trips for supervision of machine installation and machine repair.
* Machine inspection and monitoring of unloading procedure from the container.
* Preparation of document reports, if the machine was damaged during transport. • Supervision of machine assembly, repair and installation.(domestic)
* Supervision of machine loading for delivery.

2nd Apr 2009 to 30th Aug 2012 **Coordinator / Foreman in Preventive Maintenance Section. Also assigned as Parts Store Keeper.**

Ghantoot Road Contracting Establishment

– Service Dept. **(Light vehicle, Heavy Equiptment for**

**Construction, Generators)**

Al Ruwais, Abu Dhabi, UAE

## Responsibilities

* Direct contact and coordination with the Plant Manager, Section Head, Transport Section, Corrective repair section (electrical, mechanical, hydraulics, fabrication, machine shop, painting)
* To supervise, monitor, document and facilitate preventive maintenances such as lubricant change (e.g. engine, transmission, cooling system, hydraulic system, greasing, washing)
* Checking and giving service advice and recommendations for corrective repairs. (e.g. Engine repair or overhauling, drive-train repair, hydraulic system repair, electrical system repair etc…)

## 21st May 2008 to 18th April 2009 Mechanic/Technician in Field service section Engine Rebuild and Jack Hammer section

Al Wasit Heavy Equipment Establishment

Industrial 13, Sharjah, UAE

## Responsibilities

* Direct contact with the section head, field reports
* Machine checking for under warranty and out of warranty.
* Evaluation and investigation if the machine was tampered or abused thus voiding warranty.
* Evaluation of the machine if it has factory defect.
* Machine repair for site or workshop. Trouble shooting and service recommendation.

(Hyundai, Fahresin, Hydromec, Used Caterpillar, Zoomlion Crane, Camc trucks, Dressta, and AWM Heavy Equipment Machinery)

## October 2007 to March 2008 Lead Mechanic on Engine modification

Underpressure Garage (Engine modification and

Bodyworks)

Industrial 15, Sharjah, UAE

## Responsibilities

* Leading mechanics for engine preparation for modification, trouble shooting, installation and Engine analysis
* Receiving vehicles for customer and overall checking before leaving the workshop.
* Trouble shooting and service advice.
* Parts Request, parts order and workshop orderliness and equipment maintenance.

## Work shop manager and buy and sell agent

JDL TRADING (Family Business)

(Philippines)

January 2006 - September 2006

## Work shop manager

P.M. MOTOR WORKS (Family Business) **(Light to Heavy Vehicle Repair Shop) (Engine repair, Drive train repair,**

**Under- chasi repair, Assembly, Modification)**

(Batangas, Philippines) January 2002 - 2005

## STRENGHTS AND CAPABILITIES AS AN IN-CHARGE/SUPERVISOR/CO-ORDINATOR

* Computer literate and can use system or software (e.g. Epromise)  Familiar with opening and closing of work order and job orders.
* Familiar with the use of telephone, photo copier, fax machine etc…
* Can motivate and develop people under a multi-cultural working environment  Computer literate (words, power point, excel, autocad, corel draw etc…)  Can make reports and monitor people under the section.
* Can evaluate people under the section
* Can work on field assignments
* Can make decisions

##  Have U.A.E driver’s License and can operate machineries preventive maintenance

* A good knowledge in **corrective repair (**body repair, mechanical repair**,** electrical repair**) and**
* A team player
* Can make jobs easily done
* Have safety and awareness training
* Can easily coordinate with superiors
* Result oriented
* Hard working
* Also have a good knowledge in **Parts Order and Store Keeping.**  Can Estimate Cost for repairs, material cost, parts cost, labor cost, etc.

## STRENGTHS AND CAPABILITIES IN TECHNICAL ASPECTS

* Having high performance and modification backgrounds on racing (vehicle)
* Engine overhauling (Petrol or diesel, modified or stock engine – light or heavy equipment)
* Trouble Shooting (Engine, Hydraulic System, Electrical Etc…)
* Pressure settings and testing on hydraulic system
* Can do reports, field or workshop for machinery and equipments
* Can read and understand manuals in English
* Very good in communication skills in English
* Computer literate (words, power point, excel, autocad, corel draw etc…)
* Can do minor electrical testing and repair (12 volts DC, 24 volts DC, 220V AC, 380V AC)  Can use software e.g. (EPromise for Service Management Control System) (S.I.S for Caterpillar) (Link 1 for Komatsu) (Diagnostic tools for light vehicles such as cars, SUV, light trucks)
* Component rebuild such as hydraulic pump, control valves etc.
* Have safety awareness training

# EDUCATIONAL BACKGROUND - COLLEGE

1991 – 1993

Far Eastern University

Bachelor of Science in Commerce

# VOCATIONAL

September 9, 1997

PHILSKILLS – Manila, Philippines

General Automotive

## OTHER TRAINING

### Safety Awareness Training (Gas cylinder handling and Fire Fighting)

SIGMA FACTORY FOR STEEL PRODUCTS

Saih Suhaib 3, 4th R/A, Opp. of DEWA Subs

Civil Defense Academy Al Aweer

July 17, 2016

### Safety Awareness Training for Supervisors

*Ghantoot Camp, April 2011*

*Abu Dhabi, UAE*

### Engine Modification

*ARP Workshop, October to December 2007*

*Al Aweer, UAE*

### Call Center Agent

*New Field International, Makati Philippines*

July 15, 2007

**NMYC Leadership Training**

*Manila Philippines, December 2, 1997*

# AUTOCAD 2D

*Al Rolla Computer Institutes – December 2012 to February 2013 Sharjah, UAE*

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PERSONAL INFORMATION

Date of Birth : March 7, 1974

Citizenship : Filipino

Civil Status : Single

**Can join immediately**