**Michael**

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**Objective**

**Educational Background**

COLLEGE

2007-2011 Graduated

Bachelor of Science in Management Accounting

University of San Carlos – Main Campus

Cebu City, Philippines

SECONDARY

2003-2007 University of San Carlos – North Campus

General Maxilom Avenue, Kamputhaw

Cebu City, Philippines

PRIMARY

1997-2003 Cebu Institute of Technology

N. Bacalso Avenue

Cebu City, Philippines

**Languages** English, Visayan, Tagalog

**Skills**

* MS Office Proficient
* Written and Verbal Communication Skills
* Negotiation
* Networking
* Marketing Strategy
* Sales Operations
* Customer Service
* Investments
* Financial Accounting
* Bookkeeping
* Cost Control/Monitoring
* Real Estate Service Skills
* Real Estate Development
* Commercial Real Estate
* Construction Management
* Project Management
* Documentation
* Business Development

**Work Experience**

Sept 2014 – BJ Villavelez Concept & Development

Present

*Project Commercial Manager*

Procurement for Materials

* seeks high quality materials of the lowest possible cost
* evaluates materials as per construction requisiteswhether the specified materials could be suitable for the item of work
* acquires materials from outsourced suppliers for Aggregates, Electrical and Lighting, Glass and Aluminum, Plumbing and Sanitary, and Painting works

Procurement for Labor

* seeks and hires manpower such as laborers, masons, plumbers, electricians, carpenters, truck drivers, lead men, foremen, and equipment operators
* evaluates all manpower applicants through testing of skills and verifying experience backgrounds
* prepares contracts for each manpower attached with each biodata for documentation

Procurement of Contracts (with or without bidding)

* seeks sub-contractors for every scope of work of the project needed to be

outsourced such as glass and aluminum installers (labor only), earth-waste haulers, sprinklers and smoke detector installers (supply and install), cctv installers (supply and install), landscaper and deep well pump installers

* *for biddings –* prepares bidding documents, requisites and lowest possible cost estimates with an average standard quality

Control and Monitoring – Office and Site Audit

* calculates the procured materials to be added to the cost of labor for each item of work in preparation for the price quotations for every contract item
* calculates, analyzes and evaluates total cost of materials and labor to whether the company can render the highest quality of service to the client and to determine whether the company profits from the contract item
* administers monthly physical inventories for all project materials in the warehouse and reconciles with the inventory reports and the sales orders issued by the suppliers
* evaluates weekly payroll for project manpower and crossmatches it to the timekeeper’s report to verify whether the manpower wage is still in the ceiling of maximum payroll per desired weekly accomplishment
* audits reports for the releases of materials by the sub-contractors (labor only) and crossmatches it to the allotted materials per unit

Control and Monitoring – Logistics

* schedules the truck deliveries for freight-in transactions to pick-up supplies from the supplier’s warehouse to the destined to the port ready for shipping for interisland delivery and to be delivered to the project site (50 km distance from warehouse to port of Island-A, about 300km to Island-B, and 160km to project site)
* monitors the timeliness of truck deployment, follows-up suppliers for the exact time of supplies ready for pick-up, schedules the shipping barge to load the company truck with supplies, and to manage inventory on site low-on-stock

Business Development

* outsources both private and government projects that the company could participate in, attends bidding and negotiated procurements in behalf of the general manager/operations manager, coordinates and acts as intermediary in negotiating in biddings, prepares cost estimates so that the company with be the lowest bidder of the contract award

Documentation

* facilitates documents for the pre-construction period, construction period, post-construction period up to the turn-over period (Compliance documents for Local Government Unit and Philippine Economic Zone Authority; Freight-in and Freight-out documents; necessary documents and contracts between the client and the company)

Site Supervision and Coordination

* supervises the subcontractor/foreman in installing prefabricated materials and working on the design and concept of the project given that the items of work shall be in accordance to the deed of restrictions or the construction manual
* coordinates with the project engineer in working in the site on how the clients would want their establishment or structure to look like if ever there would be change orders or extra works from the clients

June 2013 – *Real Estate Sales Agent*

Sept 2014 Taft Property Venture Development Corporation

Cebu City, Philippines

Prospecting

* gathers a list of possible clients, leads, databases and markets to them new projects of the company
* building rapport to prospects and showing them why they should trust the company

Sales Transacting and Negotiating

* Offers the need of the client to invest in the company through benefit selling

Customer Service

* Attends and accommodates customer feedbacks, complaints, and all after-sales transactions
* Facilitates legal documentation for the sales of properties from the reservation contracts, the deeds of sales up to the turn-over contract documents

Sept 2012 - *Real Estate Sales Agent*

June 2013 RobinsonsLand Corporation

Cebu City, Philippines

May 2011 - *Real Estate Sales Agent*

Dec 2011 AyalaLand Sales Inc.

Cebu City, Philippines

**Organization**

2007-2010 Member (RCCFC)

Rotaract Club of Cebu Fuente Chapter

Cebu City, Philippines

2012-present Licensed Real Estate Broker

Philippine Institute of Real Estate Service Practitioners (PhilRESP)

Cebu City, Philippines

**Personal Data**

Age: 26

Birth date: March 27, 1990

Sex: Male

Status: Single

Health: Excellent