**EDMOND**

E-mail: elmond.353447@2freemail.com

## OBJECTIVES

To gain employment in a company that is willing to give me the opportunities to utilize my interest and abilities, share my knowledge and at the same time a company I can grow with.

**EDUCATION**

Bachelor of Science in Electronics and Communication Engineering (BS ECE)

Technological Institute of the Philippines (2009)

Manila, Philippines

**WORK EXPERIENCES**

**Building Maintenance**

September 2016 – Present

Holford Facilities Management

Dubai,UAE

Job Descriptions

1.Perform maintenance and minor repairs to community buildings and facilities

* Perform preventative and predictive maintenance on buildings and facilities
* Conduct routine, non-licensed inspections of facilities including fire equipment and chillers.
* Ensure fire protection equipment is properly maintained and up to date
* Perform routine maintenance and minor repairs to buildings and facilities including
* carpentry and painting
* Coordinate licensed inspections as required
* Coordinate major maintenance and repairs as required to mechanical systems, HVAC
* systems, and generators
* Advise the Community Works Foreman of required major repairs or replacements.Ensure the safety and protection of buildings including ensuring doorways are notblocked and that buildings and facilities are locked when not in use.

2. Assist with administrative duties related to building maintenance.

* Assist in preparing preventative and predictive maintenance schedules
* Assist in the preparation of capital and operating budgets
* Maintain inventory control over equipment and supplies
* Assist in ordering replacement equipment and supplies
* Assist in risk management activities
* Maintain building maintenance logs and records

3. Perform other related duties

**Junior Maintenance Supervisoron Retail**

April 2016 – August 2016

Holford Facilities Management

Dubai, UAE

Job Description:

* Leads one or more teams.
* Responsible for shift organization and daily attendance.
* Submit monthly attendance to the Facility Manager.
* Assures the proper technical performance of his team.
* Coaches the Team Leader/Technicians and support them.
* Watches over the team behavior with client and with other teams.
* Assures the proper execution of PPM tasks conducted by the team.
* Frequent checks and attends sites during the implementation of PPM.
* Receive daily corrective and reactive request.
* Communicate the corrective task with the client representative when needed.
* Communicate the process of the daily tasks with the Team Leader.
* Introduces corrective and preventive actions for continual improvement.
* Coordinate works and accesswith subcontractors when needed.
* Monitor Subcontractors works and report on performance.
* Ensures that all technicians comply with the company’s regulations especially environmental Health and Safety.
* Applies the company’s quality procedures and helps in updating them.
* Investigate accidents and incidents,submit incidents report to FM follows through until the report is closed.
* Perform technical studies on systemand equipment, collects the required data.
* Propose special projects and solutions to the client.
* Execute special projects requested and approved by the clients.
* Keeps a sharp eyes-on opportunities for new renovation or expansion projects.
* Submits Bill of Quantity/Requests for Quotations to Procurement Department for quotation purposes.
* Submits Purchase Requisitions and follows them upaccordingly
* Perform random check on stocks.
* Determine non-moving items to return to Main Stockroom.
* Assures proper storage of material.
* Build a professionallyclose relation with client and assure understanding theirneeds and requirements.
* Report the day to day operations to the Facility Manager.
* Conduct regular training to his team.
* Facilitate a good effective communication between teams and helpdesk.

**MEP Team Leader**

August 2014 – April 2016

Holford Facilities Management

Dubai, UAE

Job Description:

1. Performs a variety of duties in maintaining, repairing, and renovating plant and facilities.
* Assists in making decisions on all normal and minor repairs and reports major problems to the Supervisor.
* Ability to read blueprint or model to learn work layout or plans own work layout, making routine computations as needed.
* Constructs, finishes, installs, maintain, and repairs equipment, systems, and facilities related to any craft or combination of same, using power and hand tools and other necessary equipment.
* Performs a variety of semi-skilled work in various crafts such as carpentry, plumbing, welding, painting, electrical work, sheet metal work, masonry, machinist work, etc.
* Cleans, lubricates, services, repairs, installs, and diagnoses malfunction of HVAC equipment, laundry equipment, sprinkler and standpipe systems, ice makers and refrigeration equipment, electrical systems and other plant and specialty equipment.
* Typical tasks performed: repair/replace ceiling tiles, move equipment, assemble furniture and equipment, install signs, maintain grounds/entrances/landscapes, patch minor wall damage: paint, and repair wallpaper: replace filters in air handler units: adjust cabinets: replace lamps, ballasts, cord ends, switches, and receptacles: repair drains using appropriate equipment including electric sewer auger; install cove base, hand rail, and shelving, etc.
* Plans installations, layout, fabricates, recommends material and alternate methods of installation.
* Basic ability to identify system failures and troubleshoot equipment to restore to operation or contain problem.
* Can work alone to solve problems, and when called upon can take the lead on a given job with another technicians.
* Maintains shops, mechanical spaces, faculty and staff areas in assigned zone, in a clean and safe manner.
1. Performs a variety of building services duties.
* Responds to emergency problems and makes emergency repairs as needed.
* Provides the various skills required to maintain the systems, equipment and facilities, in a clean, safe operating condition in accordance with local, state, and federal regulations and published regulations.
* Maintains logs, performs rounds, complete preventive maintenance work orders, tests, and inspections in assigned zone. Makes recommendations for modification or improvement of preventive maintenance system.

**Assistant Foreman / Site Secretary**

December 2010– April 2014

Marconstruk Inc

Pasig, Metro Manila, Philippines

 Job Description:

* Coordinating and supervising activities of workers and construction needs for all phases.
* Inspecting blueprints for determining various aspects of structure.
* Allotting workers to their respective duties and making sure that they have the appropriate training and tools so that they can execute their jobs accurately.
* Executing accident and incident reports.
* Making sure regulatory needs and safety measures are maintained.
* Assessing the fastest and easiest way to complete a job without sacrificing quality of the work being done.
* Tracking employee attendance and managing work schedules to keep within budget.
* Monitoring inventory of needed items and placing orders.
* Conduct evaluations of the subordinates and participate in the interviewing and hiring process.

**On-The-Job Training (OJT)**

November 2009

PHILIPPINES LONG DISTANCE TELECOMMUNICATION

Sta.Mesa Business Zone, Manila, Philippines

* Familiarization of PLDT equipment, what they are and how they work.
* Monitoring and operating of MLR, E-RAT, Clarity, Bauan Nodes, MDF, and Routers Configuration.

## SEMINARS AND TRAININGS

* WI-MAX System Planning (overview)
* Digital TV Broadcasting
* Mobile Communication
* Project Management
* Career Planning
* Bio-Medical Electronics

## SKILLS AND INTERESTS

* Application software: MS Word, MS Excel, MS PowerPoint, PCB Express, Multi Sim
* Electrical Wiring Installation; Welding; Tile Setting; Carpentry
* Have strong customer service skills and accustomed to working in an educational setting.

**STRENGTH**

* Aggressive
* With Leadership Ability
* Dynamic Team Player
* Highly Inquisitive
* Creative and Resourceful
* Excellent Skills in Communication
* With Management Skills
* Dependable
* Can Work With Minimum Supervision

**OTHER INFORMATION**

* Birthday : November 08, 1979
* Birthplace : Manila , Philippines
* Civil Status : Married
* Nationality : Filipino

I hereby affirmed to the best of my knowledge that all the information stated above are true and correct.

Edmond