`

**CURRICULUM VITAE**

**Name**: **PERFECTO**

**Nationality**: Filipino

**Marital Status** : Married

**Year of Birth** : 1969

**Languages**: English & Filipino

**Email :** perefecto.361357@2freemail.com

**Years with HPM**: 1 years and 1 month

**Total Years of Experience**: 11 Years

**Position**: **Project Engineer**

**Key Qualifications**

* 11 years experience in the field of Construction in U.A.E.
* DM approval for Technical Staff (G+1)
* DM approval for Project Management.
* U.A.E Driving License.
* Basic knowledge in computer aided drafting using AutoCAD and Revit architecture and structure software.
* Basic knowledge in Structural design using STAAD software.
* Basic knowledge in computer aided work scheduling using Primavera 6 software.
* Knowledgeable in Microsoftword and Excel

**Education**

* **Bachelor of Science in CIVIL ENGINEERING**

**Professional Memberships**

* Society of Engineers - United Arab Emirates
* G+1 DM Approval – United Arab Emirates
* Project Management DM approval – United Arab Emirates

**Professional Experiences**

* **Hamilton Project Management (HPM)- Dubai March 2016 to date**

**Project Engineer**

**Duties & Responsibilities:**

* Contract Document: Study and understand all drawings, specifications, BOQ and conditions of contract and contract agreements.
* Planning & programming: Review and follow up of all site activities of works, work program, material and drawings approval schedule, cost, time and quality control

and all requirement to be implemented on site of the project.

* Construction Works, Concreting and Site Issues: Based on the baseline programme issued by the contractor or any other contractors, review and monitor all site issues including all activities of work, materials. Shop drawings. Methods of statements as and when received, all to guide the contractors of any delays or required corrective measures and as advised by the Project Manager.
* Sub-Contractor & Supplier Quotations: Study, follow up, analyse and prepare comparative study analysis reports and then forward to the Project Manager for onward submission to HPM’s approval and then after to the Client.
* Sub-Contractor & Supplier Agreements: Upon approval of all terms and conditions by both parties, study sub-contract agreements covering all aspects, such as scope of work, exclusions, reference documents, payment terms, etc. and follow up the contract implementation.
* Correspondence: Assist, review and prepare with the Project Manager all types of correspondence related to programmes, delays and corrective measures inclusive of cash flow revisions due to delays or additions in order to advise the Employer accordingly.
* Claims: Study claims with the Project Manager and Contract Administrator and follow up claims arising from main and subcontractors and liaise with the Project Manager and Contract Administrator for solutions based on approved programmes of work. It is hereby noted that it is your duty to keep a comprehensive record of all correspondence, evidence, site works instructions necessary to defeat all kinds of claims or variations in time and cost.
* Coordination: Ensure all coordination of all works and follow up on the right execution of works by the sub-contractors, suppliers, consultants and all other parties concerned to avoid delays and direct or indirect losses to the Client, company and other parties.
* Monthly Billing: Check and verify with the Contract Administrator all payment requests to main and other sub-contractors depending on the nature of their contracts.

**Project Involved:**

* Rayyan Plaza Hotel and Offices Complex (Twin towers) Project at west bay - Doha , Qatar
* **UNIVERSAL CONCRETE PRODUCTS LTD. November 2014 - January 2016**

**CO. (Unimix) L.L.C., Dubai, U.A.E.**

**Civil Engineer**

**Duties & Responsibilities:**

* Planning and coordination of work activities in the project.
* Conduct site inspection with the consultant inspector.
* Review Bill of Quantity / project costing, technical specification, building construction drawing and other bid documents and contracts.
* Review and monitor all site issues including all activities of work, materials. Shop drawings. Methods of statements as and when received, all to guide the contractors of any delays or required corrective measures and as advised by the Project Manager

**Project Involved:**

Ready mix Plant Foundation

* **EMIRALD CONTRACTING October 2006 - October 2014**

**Dubai, U.A.E.**

 **Project Engineer**

**Duties & Responsibilities:**

* Develops project objectives by reviewing project proposals and plans; conferring with management
* Determines project schedule by studying project plan and specifications; calculating time requirements; sequencing project activities.
* Assuring that all deadlines are being met.
* Review construction drawing before the implementation of the project..
* Maintains project schedule by monitoring project progress; coordinating activities; resolving problems..
* Responsible of keeping updated of progress off work to the Project Manager.
* To coordinate with the planning engineer regarding construction programmes
* and work schedule.
* Assisting QA/QC Engineers such as steel reinforcement checking same as in the construction drawing.
* Arrange monthly meeting for project progress on site.
* Coordinates with the consultant on the construction design and specification of the project.
* Coordination of design conflicts and verifications and other technical issues with the consultant.
* Planning and coordination of work activities among subordinates.
* Prepare weekly record of all man-hour spent on project to determine the working effectively.
* Responsible for the construction workmanship and completion of the project .
* Coordination of drawings from Architectural to Engineering requirement.
* Holding regular meetings to ensure that everything is going according to time and budget restrictions.

**Project Involved:**

* Construction of 1 unit - G+3 Commercial Building
* Construction of 4 units - G+1 Residential Villas
* Construction of 1 unit - G+1 Residential Twin Villa

**Management Skills**

* Primavera P6 – Oscar Cultural Institute – Dubai, UAE
* Revit Architecture & Structure – Emirates Education Center – Dubai ,UAE Staad Pro
* Staad Pro
* Autocad
* Microsoft word & Excel