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| **Reynaldo**  [**Reynaldo.366450@2freemail.com**](mailto:Reynaldo.366450@2freemail.com)   |  | | --- | | **EXECUTIVE SUMMARY** |   Approved Safety Inspector by Saudi Aramco (S.A. ID 8124040) and recent three years served in Saudi Aramco’s Oil & Gas and Petrochemical construction projects. Familiar with Saudi Aramco’s Safety Standard and Technical Documents. Can Speak Basic Arabic.  **OSHA** Certified. Recently attended **NEBOSH IGC-1, GC-2 and GC-3** review and exam on March 18, 2017, with result to be released by NEBOSH on June 02, 2017.  Graduated in March 1993 from Silliman University, Dumaguete City, Philippines ***Bachelor of Science in Electrical Engineering***. Successfully passed the ***Registered Electrical Engineer*** board exam held in October 1993.  *Keen to details*, *Organized mind*, *communicates effectively by persuasion* and a *born leader*.   |  | | --- | | **WORK EXPERIENCE**(I have been working for 19 years) | | | | | | | |  | |
| **HSE Officer** (October 2015–January 2017)  ***Dodsal and Company., Al Yutamah, Kingdom Of Saudi Arabia***  ***SAUDI ARAMCO 56” EWG-2 Loop-2 and 56” KAEC Pipeline Project, Yanbu & Rabigh Corridors***  Ensures developed job safety and health standards are enforced through worksite inspection/s based on the following checkpoints: **1.)** Permit To Work (PTW) and attachment/s **2.)** Actual activity/ies being carried out is/are as per Method Statement (MS)/Job Safety Analysis (JSA)/PTW scope. Stops any activity/ies if found any deviations, Imminent Danger arises. **3.)** Proper Housekeeping. **4.)** Emergency Communication System/Procedure in place and communicated to concerned. **5.)** Toolbox meeting/s being conducted regularly. **6.)** Ensures corresponding report is generated when any HSE Standards deviations found or any Near Misses/incidents occurred and appropriate corrective action/s is/are taken, implemented and effectiveness monitored. | | | | | | | | |
| **HSE Supervisor / SMS Coordinator** (May 2014 - Apr 2015) | | | | | | | | |
| ***Gulf Consolidated Contractors Co., Abqaiq, Kingdom Of Saudi Arabia*** | | | | | | | | |
| ***SAUDI ARAMCO EXPAND SANITARY WASTEWATER TREATMENT PLANT PROJECT, ABQAIQ*** | | | | | | | | |
| Ensures Observation (Unsafe Condition/Act) Reports are submitted promptly. Facilitates/participates in any Incident investigations. Ensures the Preliminary/Final Incident Reports are submitted within the mandated/required time frame. Ensures such reports are recorded, closure status monitored/updated and promptly fed back to the Project HSE In-charge and/or to SAUDI ARAMCO counterparts. Generates reports in summarized and statistical forms for internal or client (SAUDI ARAMCO) submittal as mandated/required. Revises/updates the Construction Site Safety Manual including the associated Reports/Checklists/Logs format. Plans/updates the weekly General Toolbox Talk based on the upcoming critical activities and/or recently recorded alarming HSE issue/s and ensures records of such are maintained. Facilitates Weekly HSE Departmental Meetings and ensures minutes are retained. Maintains the availability of recent HSE-related documents/records, while ensuring proper retention/storage and corresponding records of such are maintained for traceability purposes. Responsible in maintaining close coordination and communication with internal and/or SAUDI ARAMCO HSE counterparts. | | | | | | | | |
| **Electrical & Instrument (E&I) Commissioning HSE Supervisor**(Mar 2013 - Apr 2014) | | | | | | | | |
| ***Gulf Consolidated Contractors Co., Jubail, Kingdom Of Saudi Arabia*** | | | | | | | | |
| ***SAUDI ARAMCO TOTAL REFINING AND PETROCHEMICAL CO. JUBAIL EXPORT REFINERY PROJECT - PACKAGE 08*** | | | | | | | | |
| Ensures developed job safety and health standards are enforced through worksite inspection/s. Ensures Safety Officers at site are monitoring the following checkpoints: **1.**Permit To Work (PTW) and attachment/s **2.** Actual activity/ies being carried out is/are as per Method Statement (MS)/Job Safety Analysis (JSA)/PTW scope. Stops any activity/ies if found any deviations, Imminent Danger arises. **3.** Proper Housekeeping.**4.** Emergency Communication System/Procedure in place and communicated to concerned. **5.** Toolbox meeting/s being conducted regularly. **6.** Ensures corresponding report is generated when any HSE Standards deviations found, any Near Misses/incidents occurred and appropriate corrective action/s is/are taken, implemented and effectiveness monitored. | | | | | | | | |
| **Safety Engineer**(Jul 2010 - Jun 2012)  ***Seder Group Trading & Contracting Co. Ltd., Riyadh, Kingdom Of Saudi Arabia***  Develops and enforce the company’s Safety Program; including editing of Safety Program & Project Risk Assessments. Ensures that developed job safety and health standards are enforced through worksite inspection by assigned Safety Officers. Leads project safety meetings and drives closure of all action items. Conducts Safety Trainings & orientations of new employees/contractors. Reviews JOB HAZARD ANALYSIS prepared by contractors. Conducts Investigation of incidents/Accidents. Renders report to the Safety committee & concerned parties. Maintains record of such, as part of KPI (Key Performance indicator) data. Conducts Job Hazard Analysis/Risk Assessment of all operations. | | | | | | | | |
| **QHSE Lead Auditor, Assistant Production Manager And Japanese Interpreter**(Oct. 2008 - Mar 2010) | | | | | | | | |
| ***Toyoflex Cebu Corporation, MEZ 1, Lapu-lapu City, Cebu, Philippines*** | | | | | | | | |
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| ***QHSE Lead Auditor*** | | | | | | | | |
| Schedules and lead periodic QHSE system audits and ensures timely corrective and preventive action. Reports to the Quality Management Representative the performance of the Quality systems as basis for review and continual\_ improvement. | | | | | | | | |
| ***Production\_Assistant Manager*** | | | | | | | | |
| Assists Production Manager in handling Managerial duties including educating, developing and motivating workforce to achieve required production results. Review and analyze the quality of products and parts and make recommendations for correcting deficiencies for its consideration or action. Coordinate in production and inspection department to maintain and upkeep improvement in quality and productivity. | | | | | | | | |
| ***Japanese Interpreter/Translator*** | | | | | | | | |
| Checks original texts or confer with the authors to ensure that translations retain the content, meaning, and feeling of the original material. Checks translations of technical term and terminology to ensure that they are accurate and remain consistent throughout translation revisions. Listens to speakers’ statements in order to determine meanings and to prepare translations, as necessary. Proofreads, edits translated materials. Translates messages simultaneously or consecutively into specified languages (English, Japanese, Cebuano/Filipino) orally, maintaining message content, context, and style as much as possible. Follows the ethical codes that protect the confidentiality of information. | | | | | | | | |
| **IDirect Assistant**(Jun 2007 - Sep 2008) | | | | | | | | |
| ***IComm International, Cebu City Philippines and IBC Japan, Kyoto Office*** | | | | | | | | |
| ***February\_2008\_to\_September\_2008\_(Parts\_Division,\_Cebu\_Branch)*** Receiving Car Parts quotation requests from Customers from around the globe. Sending of Quotation request or availability inquiry in Japanese Language to supplier in Japan. Issuance of Quotation to Customers in response to item 1in this paragraph. Accepting orders from Customers who confirmed their order/s thru issuance of proforma invoice. Performing the ordering of Car Parts to Parts Dealer/Supplier in Japan in Japanese Language upon receiving a payment confirmation from the Parts Accounts Department. Sending of Delivery Request to Main office in Kyoto Japan for the said Customer purchased Car parts. Ensuring prompt delivery and reassuring customers of the delivery activity. | | | | | | | | |
| ***November\_2007\_to\_February\_2008\_(Kyoto,Japan\_branch)*** All the responsibilities are the same as mentioned below except the access is through live Car TV Auction Sites in Japan. | | | | | | | | |
| ***June\_2007\_to\_November\_2007\_(Cebu\_Branch)*** Translates to customer second-hand Car/Vehicle auction sheets from Japanese to English. Stands as a proxy bidder for customers at auctions done in Japan through internet Auctions. Reporting of auction results. | | | | | | | | |
| **Customer Service Representative**(Jan 2007 - Jun 2007) | | | | | | | | |
| ***Teletech Customer Care Management Philippines, Incorporated, Mandaue City, Philippines*** | | | | | | | | |
| Receives Customer flight enquiries. Issues air ticket. Assists customers when demanding a change in flight schedule, accommodations, seat assignment and etc. Or, assists customers in finding another substitute flight when particular flight is cancelled due to any valid reasons. Assists in arranging airport personnel assistance for those travelling minors, seniors or disabled customers upon request. | | | | | | | | |
| **QHSE Lead Auditor, QC Assistant Manager, Japanese Interpreter** (Jul 2004 - Nov 2006) | | | | | | | | |
| ***Exas Philippines Incorporated, MEZ 1, Lapu-lapu City, Philippines*** | | | | | | | | |
| Plans Quality, Health, Safety, & Environment periodic internal system audit. Leads QHSE internal auditors’ team in the conduct of audit activities. Verifies Corrective/Preventive Action Request on any agreed Non-conformance raised during the audit and ensures the conduct of a follow-up audit. Assists any external/ third party QHSE audits. Submits QHSE Audit report to QHSE representatives. Quality Program preparation that includes scheduling of Management reviews, workforce training, etc. Supervision of Quality Control Section’s regular activities which include: **A)** Conduct of semi-annual Management review, **B)** Verifies In-coming purchased parts/materials notification/claim to concerned supplier (internal/external) if non-conformance to Quality is found, **C)** Conduct of In-Process verification produced pressed metal parts, plastic molded parts, and assembled parts. **D)** Issuance of an internal notification/claim to concerned section when non-conformance to Quality is found. **E)** Handling of customer Quality issues and its corresponding Corrective and Preventive Actions and monitoring of the effectiveness of the latter, **F)** Facilitation of corresponding documented root cause analysis, documenting the verification of resolution’s effectiveness and closure of an audit finding, submission of such countermeasure documents as a reply to aforementioned concerned parties within the required time limit, **G)** Ensures proper retention/Storage of Quality Records. Reports to Quality Representative any Quality issues & status. Interprets/translates orally or in written form, Japanese to English or vice versa when required. | | | | | | | | |
| **Quality Inspection Section Assistant Manager** | | | | | | | | |
| ***Exas Philippines Incorporated, Lapu-lapu City, Philippines (Nov 2003 - Jul 2004)***  ***Aikawa Hungaria Elektronikai, KFT. (Sister Company), Dunaujvaros, Hungary (Jul 2001 - Nov 2003)***  ***Exas Philippines Incorporated, Lapu-lapu City, Philippines (Jan 2001 - Jul 2001)*** | | | | | | | | |
| Responsible in supervising the Quality Inspection activities conducted that involves the following:  **1.)** New product inspection, **2.)** Tooling set-up/In-process product inspection, and Shipment lot inspection,  **3.)** Submission of an internal non-conforming product claim to the Quality Control Section, while ensuring non-conforming affected lot/s is/are identified and isolated, **4.)** Participation in the conduct of root cause analysis on related Quality Troubles as necessary and supports in the monitoring of the implemented countermeasure, **5.)** Reports regularly to the Japanese Quality Manager. Generates monthly-summarized Quality Performance report respect to aforementioned items 3 and 4 activities, and submit a copy to the Quality Control Section for storage and retention. | | | | | | | | |
| **Quality Inspection Section Supervisor** (Nov 1996 - Jan 2001) | | | | | | |
| ***P.T. Exas Batam (sister Company Of Exas), Batam Island, Indonesia*** | | | | | | |
| (Reporting directly Japanese section manager, performed the same task of an Assistant manager as mentioned above.) | | | | | | | | |
| **Quality Inspection Section Leader** (Apr 1996 - Nov 1996) | | | | | | |
| ***Exas Philippines Incorporated, Lapu-lapu City, Philippines*** | | | | | | |
| Responsible in supervising the Quality Inspection section activities that involves the following:  **1.)** New product inspection, **2.)** Dimensional & visual inspections for Tooling set-up, In-process & Shipment lots, **3.)** Submission of an internal non-conforming product claim to the Quality Control Section, while ensuring non-conforming affected lot/s are identified and isolated. 4.) Reporting to Quality Inspection Supervisor. | | | | | | |
| **Quality Inspection And Japanese Language Trainee** (Apr 1995 - Apr 1996) | | | | | | |
| ***Aikawa Press Industry, Company Limited, Tsuru City, Yamanashi Prefecture, Japan (Mother Company)*** | | | | | | |
| Sent to the Mother Company to study the following: Understanding the Parts/Product Drawing, Various Parts/Product Inspection Tools/Equipment Training, Basic work piece inspection, Product Inspection, Inspection Tools/equipment selection and substitute identification, Actual on-the-job application. | | | | | | |
| **New Dieset Section Trainee** (Sep 1994 - Apr 1995) | | | | | | |
| ***Exas Philippines Incorporated, MEZ 1, Lapu-lapu City, Philippines*** | | | | | | |
| New Dieset Section Training includes the following subjects: | | | | | | |
| Basic Tooling/Dieset structure, Understanding the Tooling/Dieset drawing, Basic Tooling/Dieset parts fabrication and verification, Basic Tooling/Dieset assembly, Understanding the product process layout, and Actual Tooling/Dieset trial and adjustments. | | | | | | |
| **EDUCATION** | | | | | | | | |
| ***Bachelor of Science in Electrical Engineering*** at Silliman University, Dumaguete City, Philippines (Jun 1988 - Mar 1993) | | | | | | | |
| **LICENSES/CERTIFICATIONS** | | | | | | | | |
|  | | License/Certification | | Date |
| 1. | | OSHA 30-hr Construction Outreach Training Program | | Oct 30, 2013 |
| 2. | | International Association of Safety Professionals | | Jan 27, 2010 |
| 3. | | Registered Electrical Engineer | | Mar 4, 1995 |
| **SKILLS** | | | | | |
| 1 | Japanese Interpretation/Translation 4 Documentation (QHSE related) | | | | | | |
| 2 | Manufacturing Quality Control/Assurance- 5 Proficient in Microsoft Word, Excel & Power Point | | | | | | |
| 3 | System Auditing (Quality/Health/Safety/Environment)- 6 Autocad 2011 Basic Operation (Self-Study) | | | | | | |
| **TRAININGS/SEMINARS** | | | | | |  | |  |  |
| **Date** | | | **Topic/Course Title** | | |
| Mar 06, 2017-Mar 18, 2017  Oct 24, 2013- Oct 30,2013 | | | NEBOSH IGC-1, GC-2 & GC-3 Review and exam  OSHA 30-Hour Construction Outreach Training Program | | |
| Jan 17, 2012- Jan 17, 2012 | | | Basic Awareness Quality Management System (ISO9001:2008) | | |
| Jan 11, 2010- Jan 27, 2010 | | | Comprehensive Training Program for Safety Officer / Engineer for Construction for Petrochemical and Oil & Gas Industry RODECH Training Services Link International Incorporated | | |
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| **LANGUAGES SPOKEN** |
| Cebuano, Filipino, English, Japanese, Indonesian & Hungarian | |

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