**JAY**

**Jay.382666@2freemail.com**

* + **Civil Engineer • Document Controller • Team Player •Filing Database and Records Management**
	+ **• Excellent Mathematical Skills • Operations and Office Management •Administrative Functions**
* **Effective Communication & Interpersonal Skills •Good Organizational & Analytical Abilities •Eye for Detail**

***A Civil Engineer with 1 year experience in the same field and 3 years experience as Document Controller. Capable of working independently with minimum supervision, and committed providing high quality to every subject. Professional, capable, and motivated individual who consistently performs in challenging environment. All Posses in BS Civil Engineer.***

PROFESSIONAL EXPERIENCE

**DOCUMENT CONTROLLER •**

**EQUI-PARCO CONSTRUCTION**

**BUTUAN, PHILIPPINES**

**APRIL 2015 - MARCH 2017**

**Industry**

A construction company that offers solution and services from single residential units to large industrial and commercial complexes.

**Job Function**

***As Document Controller***

* Inputs incoming and outgoing documents and prepares document transmittals
* Keeping all project documents orderly, complete and categorized for easy accessibility to specific records and projects
* Maintaining a tracking facility to enable documents to be updated easily
* Checking dispatch documents are accurate
* Presentation and filing of documents and shop drawings
* Responsible for maintaining hard copy information
* Issuing and distributing controlled copies of information
* Maintained documents correspondences and transaction

**PROJECT SITE ENGINEER**

1. **GONZAGA CONSTRUCTION PASAY, PHILIPPINES**

**JUNE 2017 – MARCH 2018**

**Industry**

A construction company that offers solution and services from single residential units to large industrial and commercial complexes.

**Job Function**

***As Site Engineer***

* Outlined structural mechanisms and tracked project progress.
* Designed and distributed work orders.
* Write daily detailed reports logging work progress for quality assurance purposes
* Assisting the team carrying out design and detailing of structures using latest relevant standard codes
* Estimates the balance of materials needed, monitoring of the equipment and materials and creates the payroll of manpower.

**INTERSHIP•**

**MADYAW CONSTRUCTION DEVELOPMENT CORPORATION (MCDC)**

**BUTUAN CITY PHILIPPINES**

**DURATION: 6 MONTHS**

**PROJECT: ROADS & HIGHWAYS**

* Oversee construction and maintenance of facilities.
* Handling reports and maps, engineering blueprints and photography, etc.
* Conducted site survey with seniors and analyzing data to execute civil engineering projects.
* Calculating requirements to plan and design the specifications of the civil work required.
* Ensured safety by monitoring the site.
* Assisting seniors in forecasting the cost, quantity and budget of equipment, manpower and labor.
* Studying structural Analysis & Dynamics.
* Studying and implementing different construction Method

**SKILLS**

* **MICROSOFT APPLICATION PROFICIENT**
* **AUTOCAD OPERATOR**
* **PHOTOSHOP PROFICIENT**
* **COMPLEX DATA INTERPRETATION**
* **ADAPT NEW CONCEPT QUICKLY WHILE WORKING UNDER PRESSURE**

**TRAININGS**

* **MEDIC FIRST AID – QHSE INTERNATIONAL DUBAI *(2018)***
* **IOSH- MANAGING SAFETLY- QHSE INTERNATIONAL DUBAI *(2018)***
* **NEBOSH TRAINING- QHSE INTERNATION DUBAI *(not completed still under training)***

**QUALIFICATION**

Qualification: **Bachelor Degree**

Field of Study: **Bachelor Science in Civil Engineering**

Institute/University: **Saint Joseph Institute Of Technology**

Date Graduated*:* **2017**

**PERSONAL INFORMATION**

Nationality: **Filipino**

Date of Birth: **May 20, 1995**

Marital Status: **Single**

Religion: **Roman Catholic**

Language Known: **English**

Visa Status: **Visit Visa**