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**Homes Subdivision Loma Degato Marilao,**  
**Bulacan**

### **Summary of Qualifications:**

- Strong administrative and technical skills
- Computer skills: MS Office (Word, Excel, and PowerPoint) and basic knowledge of business application software
- Customer and service focus
- Good interpersonal and communication skills
- Fast learner and adaptable to changes and needs of work assignments
- A good team player and has high regard for professionalism, integrity and Safety
- Ability to follow maintenance procedures efficiently and productively

### **Job Experience**

**Qatar District Cooling Company**  
**October 1, 2015- March 31, 2021**  
**Electrical & Instrument Supervisor**

**Westbay, Doha Qatar**

- Lead the technician teams and supervise and execute the preventive and corrective maintenance work to be done in Building, Plants and ETS's. Coordinate with different department to ensure the smooth maintenance activities in different electrical equipment.
- Prepare the maintenance schedules, allocate and prioritize work accordingly.
- Create daily maintenance report of all maintenance activities carried out and submit to Maintenance Manager and provide adequate training for his team.
- Build up, implement and fill up the data into CMMS.
- Assist in development of policies and procedures for the department and ensure compliance thereof.
- Supervise the maintenance of Low Voltage, Medium and High Voltage Electrical and Instrumentation Equipment.
- Coordinate with contractors and suppliers for upcoming and ongoing improvement project.
- Participate in maintenance, improvement projects for Qatar Cool Building, Plants, PDN's Electrical and Instrumentation System.
- Assist in inspections of plants that are under construction and participate in coordination of maintenance issues with contractors and provide technical maintenance insights and evaluations.
- Ensure that all safety procedures and policies are adhered to by the team.
- Ensure that proper housekeeping is implemented.
- Supervise the maintenance of the fire alarm system
- Coach and mentor direct subordinates to develop their skills and ensure continuous people development.
- Seek out the customer to discuss challenges and use this information to affect planning and decision making.
- Develop and use systems to organize and keep track of information or work progress.

- Prepare the lists for all spare parts required for proper operation of the plants and operational systems.
- Perform any other related duty as assigned by the Maintenance Manager, in accordance with the provisions of the labor law.

**Qatar District Cooling Company**  
**June, 2009- Sept. 2015**  
**Electrical Technician**

**Westbay, Doha Qatar**

- Provide maintenance to all buildings, Plants, ETS's and HEX's including, but not limited to, electrical maintenance.
- Conduct regular and scheduled visual maintenance inspections inside Plants, ETS's and PDN's, HEX's to check for the maintenance requirement.
- Record maintenance activities as carried out and follow daily/weekly work orders.
- Conduct general housekeeping in own work areas in order to ensure and comply with safety rules and regulations.
- Follow all safety policies, procedures and regulations
- Perform preventive and corrective maintenance (breakdown & emergency), and rectification to all electrical systems and equipment inside the plants, buildings.
- Troubleshoot, check and maintain the existing power systems and electrical installations for all kinds of equipment and provide the complete installation of new systems, whenever required.
- Troubleshoot, maintain and diagnose (electrical equipment but no limited to) SWGR, MCC, VFD, MOTORS, ATS, Electrical Parts of the YK Chillers and the Electrical Distribution Panels
- Execute and install the Cable Pulling, Wiring terminations, Cable Trunking, Cable Ducts, Panel Boards, Electrical Distribution Panels, Manual Station and other Electrical System.
- Test and troubleshoot the Electrical Connections, the Electrical Equipment and their Controls after completing the preventive maintenance jobs.
- Provide technical solutions and maintenance for all electrical system installed within QC Buildings,
- Troubleshoot, maintain and diagnose the Motorized Valves, HVAC Systems, Generating Set, Synchronization Panels, Fire Fighting Systems, Motors Lighting, ELCB Systems, Gantry & Over Head Cranes.
- Generate technical layouts and technical reports.
- Understand and implement the basis of the Computer Maintenance Management Systems
- Perform thermo graphic and analysis for the electrical equipment.
- Provide assistance and guidance to other technical teams, whenever required
- Troubleshoot, maintain and diagnose the Motorized Valves, Fire Fighting and Fire Alarm Systems, CCTV Cameras, Access Control, and UPS System.
- Provide preventive and corrective technical maintenance and solutions to all electrical components of control systems and equipment within the plants, office buildings.
- Provide troubleshooting for the control panel, power sources and ensure wiring tightness.
- Test, calibrate, maintain and repair instruments and equipment to conform to established standards.
- Perform any other related duty as assigned by the immediate supervisor, in accordance with the provisions of the labor law.

**Qatar Steel Company Ltd.**  
**November 2006 – December 2008**  
**Electrical Technician**

**Mesaieed Qatar**

- Perform and execute prescribed maintenance program for DC Motor during maintenance day.
- Assist Rolling mill electrical maintenance during machine breakdown.
- Repair and overhauling of AC motor.
- Perform on-call troubleshooting of overhead cranes.
- Perform maintenance and repair of chiller and split-type air conditioning units.
- Performs other duties as may be assigned by the immediate superior and foreman.
- Perform the duties and responsibilities of my group leader during his leave of absence.

**STEEL ASIA MANUFACTURING CORP.**  
**January 1998 – November 2006**  
**Electrical Foreman**

**Meycauayan Bulacan**

- Perform toolbox meetings daily, assign substation and utility crew to their respective duties as required by our supervisor.
- Coordinate with the production people during chance size and unexpected breakdowns regarding our maintenance and repair schedules.
- Coordinates with rolling mill shift supervisor regarding production and maintenance schedule.
- Evaluate Machine problems and take immediate action when unexpected breakdown arises.
- Modify Controls for the convenience of the production operators.
- Support planning group in the development of weekly maintenance plans and production shutdown program
- Estimate materials and prepare work schedules for major projects, and ensure all project entrusted to us will be finished ahead of schedule
- Provide our team with a prescribed Program and Procedure for a Preventive Maintenance
- Performs other duties as may assign by the Supervisor and Department Head

**STEEL ASIA MANUFACTURING CORP.**  
**May 1996 – January 1998**  
**Electrical Technician /Substation Electrical Utilities**

**Meycauayan, Bulacan**

- Perform periodic maintenance of HV/LV switch gears and Transformer
- Overhauling of AC/ DC Motor as prescribed by our Preventive Maintenance Program
- Perform daily and weekly maintenance checklists of all electrical equipment assign to us during normal operations.
- Repair and troubleshoot our electrical equipment during breakdown.
- Perform preventive maintenance of overhead cranes
- Troubleshoot plant instrumentation equipment/systems to support the production requirements.
- Record & report equipment problems/calibrations and provide solutions to maintain instrument systems.
- Install & Commission new instruments components, and systems to support the production requirements

<b>Education</b>	<ul style="list-style-type: none"> <li>• <b>1985–1991 Manuel Luis Quezon University</b> Quiapo, Manila Bachelor of Science in Electrical Engineering</li> <li>• <b>1980–1983 Technological University of the Philippines</b> Malate , Manila Electrical Technology</li> <li>• <b>1976–1980 Pulilan Institute</b> P,ulilan, Bulacan Secondary</li> <li>• <b>1970- 1976 Plaridel Central School</b> Plaridel, Bulacan Primary</li> </ul>
<b>Seminar &amp; Training Attended</b>	<ul style="list-style-type: none"> <li>• <b>Switchgear Operation and Maintenance</b> Doha Qatar Al Rowad for Management and Technical Consulting January 27- 29, 2015</li> <li>• <b>Basic CPR and First Aide For Adults</b> Doha, Qatar First Safety Solutions Qatar L.L.C. December 21, 2009</li> <li>• <b>Maintaining a Healthy and Safe Work Environment</b> Doha Qatar Institute of Leader and Management Broadlands Consulting February 10, 2010</li> <li>• <b>Can- Do Attitude and Accountability Model</b> Doha, Qatar Qatar Skills Academy December 2- 3, 2019</li> <li>• <b>Implementing Preventive and Predicative Maintenance Techniques</b> Doha, Qatar Qatar Skills Academy September 23- 27, 2018</li> <li>• <b>Safe Overhead &amp; Gantry Crane Operation</b> Doha, Qatar TUV SUD MIDDLE EAST L.L.C. October 3- 4, 2013</li> <li>• <b>Safe Mobile Elevated Working Operation</b> Doha, Qatar TUV SUD MIDDLE EAST L.L.C. September 17- 19. 2013</li> <li>• <b>Fire Warder Course</b> Doha, Qatar State of Qatar Ministry of Interior Civil Defense Administrative Affairs Department February 18- 19, 2015</li> <li>• <b>Fire Awareness Course</b> Doha, Qatar State of Qatar Ministry of Interior Civil Defense Administrative Affairs Department May 8- 9, 2011</li> <li>• <b>First Aid Training</b> Doha, Qatar Hamad International Training Center September 9- 10, 2014</li> </ul>