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ALMA MOLINA AGAWIN

Profession

Civil Engineer

Position

Quality Engineer /QHSE Engr/Material Engineer / Office Engineer / Quality Officer/ Quality Coordinator/ /Technical Asst./ Projects &Quality Dept. Executive/ Projects Executive Technical Assist t/ Document Controller

Nationality

Filipino

Birthday

November 22, 1967

Qualifications

Bachelor of Science in Civil Engineering, 1990, Civil Engineer, Baguio Colleges Foundation, Philippines

Memberships

- 1984 – ACE

Areas of Expertise

- 1) Strong interpersonal and negotiation skills. A self-starter and proactive, with the ability to manage time effectively.
- 2) Assist in maintaining an efficient and effective IMS Implementation.
3. QHSE Engineer will monitor and assist with all QHSE related matters such as ISO requirements, Audits and all supporting documentation.
4. Will act as the company's Quality Engineer to ensure that all QHSE Management System Manual, Quality Management System Manual & Health, Safety & Environmental Management System Manual and Quality & safety procedures are carried out correctly according to local, national and international legislation. This role usually involves attending external QHSE meetings as the company's representative.
5. The QHSE Engineer is responsible for all documentation in relation to IMS will be required to keep all documentation and Quality and Safety manuals up to date and distribute

Objectives:

To deliver satisfaction and completeness to the Company, by providing support for my superiors and my team colleagues.

To be an asset of the organization, I am harworking when it comes to the inspiration of growth and development of the company

To succeed in a challenging job in an organization where I can use my interpersonal skills for effective communication.

Freedom to express innovative ideas and growth opportunities that are open in the chosen line of work.

Professional History

Year	Designation	Company	Country
21 June 2014	Quality Assurance Engr./ QHSE Engr	OGASCO	Abu Dhabi, UAE
Nov 2013	Quality Engineer	AECOM	Abu Dhabi, UAE
June 2010- Nov 2013	Quality Engineer/ Coordinator	Al Nasr Contracting Co. Ltd.	Abu Dhabi, UAE
Jan 2009–Nov 2009	Quality Engr / Executive Technical	Bujsaim Group of Companies	Dubai, UAE

appropriately within the organisation.

6. Will also be required to prepare policies and procedures for the company's health and safety programme, which must meet quality and certification in ISO 9000, 14000 and 18000.

7. The QHSE Engineer is usually responsible for ensuring all safety training is carried out and induction programmes for new employees includes a thorough QHSE element.

8. Will also be responsible for carrying out all audits and preparing regular QHSE reports for the management team.

9. Contribute to a co-operative working environment within the department.

Job Requirements (Education, Experience and Formal Training)

- Diploma in Civil Engineer

Required Competencies

Technical Expertise

- Strong interpersonal and negotiation skills. A self-starter and proactive, with the ability to manage time effectively.
- Assist in maintaining an efficient and effective IMS Implementation.

Business Orientation

- Customer's perception ability to meet Customer Requirements

Delivering Services and Solutions

- To ensure & provide all the documentations required during audits (internal & external).

Working Relationships

- Establishing and maintaining good work relationships is the key to a positive workplace. Effective businesses encourage the development of positive relationships between managers.

Leadership

- Strong decision making ability and attention to detail.
- Strong interpersonal and negotiation skills. A self-starter and proactive, with the ability to manage time effectively.
- Physically fit, able to travel worldwide and work overtime when required, flexible attitude, be a team player.
- Can work independently without the help of any superiors

Asst.

March 2005 – Jan 2009	Projects & QHSE Dept. Executive	Silvertech Middle East FZCO	Jebel Ali Dubai, UAE
Jan 1997 – Jan 2005	Projects Technical Asst/Doc Controller	TOTAL Oil Exploration	Dubai, UAE
Nov 1995 – Dec 1996	Projects Executive Technical Asst	Schlumberger Sedco Forex	Dubai, UAE
July 1993 – Apr 1995	Quality Engr / Executive Technical Asst.	Servetech Technical Services	Dubai, UAE
Mar 1992 – May 1993	QA/QC Engr / / Material Engineer	AG&P .	Limay Bataan, Philippines
Mar 1991 – Mar 1992	QA/QC Engineer / Office Engineer	C. G. Conception Construction and Co.	San Fernando Pampanga, Philippines

Job Summary

- Regional Specialist relating to all Quality Assurance issues ensuring that all quality manuals, flowcharts, policies, forms and procedures are designed and implemented for Company and all in the designated projects.
- Carry out internal audits as per the Internal Audit plan and spot checks on projects within the allocated regions and suppliers in accordance with ISO 9001:2015 requirements, the OGASCO's -QMS, and relevant documentation

Key Tasks & Responsibilities

- Assisting in Tendering process by preparing QArelated sections in proposals, responding to pre-qualification questionnaires, and assessing needed level of effort/ needed resource allocation to prepare financial model.
- Attend project opening and milestone meetings. Facilitating Project Management Review meetings; collecting resultants recommendations, preparing statistics for management; i.e. conducted audits, issued CARs, close out details, Client performance evaluation details, complaints, compliments, actions from previous PMR meetings, etc.
- Preparing Project Quality Plans/ Project Execution Plans for new projects and seeking Client Approvals.
- Implementing project internal and external audit plans as outlined in PQP; i.e. conducting audits on sub consultants, conducting internal audits. Following up with PMs for CAR closure.
- Collecting periodic lessons learned from Discipline team leads to share with PMC and getting feedback against shared lessons learned from other projects
- Driving risk and opportunity register and following up for mitigation actions with risk owners where applicable.
- Delivering Project specific quality induction/ training, updating induction registers.
- Providing support to project team in regards of project QA Protocol queries, advising of revised project procedures.
- Receiving Client/ PMC Audits, responding to audit interview queries, providing evidence to compliance with PQP and contractual requirements.
- Responding to PMC/ Client Audit reports; taking needed corrective actions to close out open Non conformities
- Delivering Project specific Quality toolbox talks; Quality communication emails, guidelines, flowcharts, responsibility matrix, etc.
- Developing and calibrating Key Performance Indicators metrics/ dashboard as stated in to measure performance and assess weaknesses and areas of improvement.
- Monitoring efficiency and effectiveness of Project team resolution of identified review comments and compliance with contractual durations.
- Ensure that Audit reports and CARs if relevant are produced and forwarded to the Regional Quality Assurance Engineer (QAE) and the Quality Assurance Manager

- Manage the Internal Audit process through to the close off of any NCRs and the audit process.
- Assist for the new staff in conducting Quality Induction.
- Conduct Quality Monitoring and Evaluation as directed.

Job-Specific Competencies

- Depth of experience in guiding and delivering planning, reporting and/or evaluations functions or business analysis functions within medium to large organisations across multiple locations, preferably with an international lens or business.
- In-depth knowledge of quality assurance, ISO standards.
- Proven experience in understanding outcomes-based approaches and how they relate to corporate planning and reporting frameworks.
- Ability to understand the big picture and achieve alignment across a variety of stakeholders.
- Thorough understanding of both the public and private sector planning processes and requirements.
- Strong ability to understand and interpret strategic needs of senior decision-makers, present information and make recommendations that meets those needs.
- High level proficiency in the use of the suite of MS Office software and functional skills in Microsoft
- Provide guidance to staff on Quality related matters

Project Summary

June 21, 2014 until Sept 27
2018

OGASCO (Oil & Gas Construction Company LLC) – Quality Assurance
Engineer-QHSE Engineer

Reporting to the Process QHSE Manager

- Improved guidelines in establishing and monitoring measurable company objectives.
- Create, upgrade and maintain procedures, forms, flowcharts and manuals.
- Control the distribution, archiving, and retrieval of records.
- Generate internal audit plan, conduct audit, and facilitate both client and Third party audit.
- Manage the companywide suggestion system and process improvement activities.
- Collate and analyze data of vendor evaluation, audits and customer feedback.
- Control the Calibration of Instruments and Equipments and Third Party Certification.

- Develop, implement, communicate and maintain the company QHSE systems and policies in compliance to I SO 9001:2008, ISO 14001: 2004, OHSAS 18001:2007 and to applicable legal laws and regulations. Provide overall assistance to Management Representative.
- Introduced Key Performance Indicator's trend reporting and trend analysis.

Basic Function and Scope

- QHSE Engineer will monitor and assist with all QHSE related matters such as ISO requirements, Audits and all supporting documentation.

Duties Performed:

- Will act as the company's Quality Engineer to ensure that all QHSE Management System Manual, Quality Management System Manual & Health, Safety & Environmental Management System Manual and Quality & safety procedures are carried out correctly according to local, national and international legislation. This role usually involves attending external QHSE meetings as the company's representative.
- The QHSE Engineer is responsible for all documentation in relation to IMS will be required to keep all documentation and Quality and Safety manuals up to date and distribute appropriately within the organisation.
- Will also be required to prepare policies and procedures for the company's health and safety programme, which must meet quality and certification in ISO 9000, 14000 and 18000.
- The QHSE Engineer is usually responsible for ensuring all safety training is carried out and induction programmes for new employees includes a thorough QHSE element.
- Will also be responsible for carrying out all audits and preparing regular QHSE reports for the management team.
- Contribute to a co-operative working environment within the department.
- Responsible for NCR's monitoring and distribution
- Responsible for maintaining the Document Control Database and Master list
- Preparation of presentation material for department including MRM Management Review Meeting Presentation. Assisting in follow up for closeouts NCR's.
- Preparation of Audit Register and assisting in preparation of QHSE records as provided/instructed by QHSE department.
- Assist in Maintaining, updating and controlling Audit Report and NCR's document and records.
- Monitor validity of licenses and certificates and update record files
- Register all Calibration certificates received in Calibration Master list.

Key Performance Indicators

- All QHSE Documents to ensure it is complete, accurate and meets ISO 9001, ISO 14001 and OHSAS 18001 standards.
- Assist the all departments in setting of Objectives, defining strategies and timelines and meeting deadlines were achievable

AECOM - Quality Engineer/ Officer

Reporting to the Process Quality Manager

November 2013 –April 2014

Perform administrative duties required by the Quality Department as updating various registers and records.

Assist with preparing reports required.

Assist with Training Process like facilitating the trainings, preparing handouts and forms required.

Report to the Regional Quality Manager about deviations and non compliances maybe observed throughout the branch.

Assist Branch Quality Manager in maintaining an efficient and effective branch IMS Implementation Operation.

Participate in Internal Auditing Process, Including Audit Planning, Conducting Audits, Prepare Audit Reports, and follow non conformances

Al Nasr Contracting Co. LTD – Quality Engineer / Quality Coordinator

Reporting to the QHSE Manager

June 2010 – 2013

Responsible to organize, implement, conduct, and manage Quality Programs as per the company's Quality policy and contract the specification requirements of the Projects/Division.

To ensure that the processes needed for Integrated Management System are established, implemented and maintained according to the international standards.

To establish and review all the related documents and records to international standards and ANC's interested parties, and assuring availability and implementation of updated documents at the relevant location.

To promote awareness with IMS requirements throughout ANC's Department to assure better understanding for effective implementation to the system.

To promote the appropriate training to processes owners on usage of required quality control tools for monitoring the processes.

To perform internal auditing programs according to the international standards with arising the required Corrective Action Requests - CAR's- based on audit findings and follow-up the preventive actions agreed on audit sessions.

To verify received customer complaints root causes and arising CAR's based on each case.

To attend all second party audits and arising CAR's based on its observations with following up of the preventive actions effective implementation.

Adherence to, working instructions and procedures in accordance with the Company's Quality Assurance policy.

Any other related task upon the advice of QHSE Manager.

Prepare HSE Monthly Performance Report in every month for all the projects.

Prepare Customer satisfaction survey.

Prepare Man of the Month in every month and training coordination for all the project.

ADDC and Transco Application for competent person.

Assigns, reviews, and evaluates the work of professional, technical, and clerical staff. Interprets and implements quality assurance standards. To monitor unusual occurrences, report follow-up procedures, and monthly report. To assist the QHSE Manager to revise the documents and procedures in different projects. Reviews quality assurance standards, studies existing policies and procedures, and to evaluate effectiveness of quality assurance program. To perform other assigned duties as necessary within the team. Compiles and preparing bulletin reports related to Quality. Assists departments with the coordination of audit information, and recommends appropriate data-gathering mechanisms, procedures, etc. Responsible for preparing a Project Quality Plan, ITP and Method Plan as requested by the Projects. Responsible for achieving a satisfactory working environment between other departments performing quality-assurance studies. Assists with developing and maintaining an unusual occurrence procedure. Maintains current and accurate records of all relevant communications, audits, corrective action plans, and effectiveness monitoring. Responsible for auditing internal audit for the projects and other departments. Preparing the audit checklist report. Responsible for take down the MOM during the meeting. Responsible for preparing presentations in every meeting. Call and assist the applicants to fill up the forms and accompanying them to my superior for interview.

Bujsaim Group of Companies – Quality Engr / Executive Technical Asst

Jan 2009–Nov 2009

Reporting to the Chairman and CEO

Responsible for administrative support for the whole team by delivering the structure requirement in the office using different software packages such as Microsoft Outlook, Microsoft Word, Excel, Database and PowerPoint, maintaining the level output of a secretary with direct reporting to the Chairman and CEO of the company.

Preparing an LPO, invoices, packing list to the suppliers. In charge of receiving and releasing of shipments from the customs whether by sea freight or air freight. Track down and ensure that the purchased materials is transported and delivered to its destination on time and dates of scheduled. Follow up the shipment status of material to the supplier.

Handling, arranging and issuing of suppliers cheques. Coordinating and arrange meeting with the representatives of the couriers, hotels, shipping companies and travel agencies with regards to their booking rates.

Receiving faxes, emails, letters and important documents sorting out to the concern department and personnel. Attend minutes of meeting producing a conceptual report to be approved by the CEO prior of such release to each parties. Provide technical reports, correspondences as well as registering incoming and outgoing faxes, letters, emails and other relevant documents to our central log for future references. Also responsible of copying all types of documents for distribution and filing purposes. Duties include of filing up visa

application (any countries), arranging tickets, hotel and transportation reservation. Answering of phone calls and forwarded to my superior or take note of the messages if the Chairman and CEO is busy or not in the office. Informing the Chairman and CEO urgent emails and classified documents received daily for immediate action. Ordering of stationeries for daily consumable in the office. Responsible of arranging the meeting room for the VIP's. Reminding the Chairman and CEO their daily schedules and business flights as my daily routine.

Mar 2005 – Jan 2009

Silvertech Middle East FZCO – Projects &QHSE Dept. Executive

Reporting to the Operation and QHSE Manager

Responsible for sending and receiving of correspondences, faxes, couriers, letters to and from the client, contractor, sub-contractor to a data network wherein kept with back up file for future references.

Responsible for updating the log register with the newly received project orders, variations request received from the client. Filing up monthly report of the registered order including additional request order, variation order and commissioning job at site.

Responsible for sending and receiving of import and export materials to be transported to our different projects.

Preparing invoices request upon the material or document was released to the client and site-commissioning jobs have been completed.

Preparing an LPO, invoices, documentary credit, packing list to the suppliers. In charge of receiving and releasing of shipments from the customs whether by sea freight or air freight. Track down and ensure that the purchased material lost transported and delivered to its destination on time and dates of scheduled. Follow up the shipment status of material to the supplier.

Responsible for updating the latest drawing register and specification addendums including submittals and site procedures by entering all the details in the documents. Preparing formal transmittal of project documents to be sent to the client sealed with return form to be received and transmit back to the company for filing and future references.

Also provide secretarial support for the whole team using different software packages such as Microsoft Word, Excel, Database and PowerPoint. Attending and responsible for typing minutes of meeting, correspondences, letters and faxes as instructed by my superior. Setting up and maintaining an efficient filing system such as factory acceptance test, as-built drawing etc. Assisting & organizing the whole team in preparing the monthly and weekly reports. In-charge of preparing time sheets for the project team including the on and off board personnel in offshore.

Also handling of completing documents for visa application to Iran, Qatar, Syria and Libya.

Jan 1997 – Jan 2005

TOTAL Oil Exploration – Technical Asst / Document Controller

Reporting to the Business Unit Director

Sirri, Iran Project (Jan 1997 – Jan 2005)

Balal, Iran Project (Nov 2000 – Jan 2005)

Responsible for secretarial support for the whole team using different software packages such as Microsoft Word, Excel, Database and PowerPoint. Produce weekly, monthly, annually and financial report of the project assessed and

reviewed by the manager. Handling petty cash fund and distribute to project allocation including personnel advances duly log and accounted to the log book register. Responsible for handling, sending and receiving of correspondences, faxes, couriers, letters, document transmittal, drawings etc., to and from the client. Monitor and inform daily activities of the director's business travel, meeting with the client and management meeting. Arrange all incoming email documents and save to a data network wherein kept with back up file for future references.

Preparing mission order and time sheets for the project team including the on and off board personnel in offshore. Responsible for the application of work permit to Iran entry.

Responsible for preparing formal transmittal of project documents to be sent to the client sealed with return form to be received and transmit back to the company for filing and future references. Attending and responsible for typing minutes of meeting, correspondences, letters, memo's and faxes. Setting up and maintaining an efficient filing system.

Arranging for personnel visa application, booking of tickets, hotel and transportation reservation, chartered flights and chopper booking such as client, project, contractor, sub-contractor, on and off rotational on board offshore and onshore personnel.

Nov 1995 – Dec 1996

Schlumberger SedcoForex – Projects Executive Technical Asst

Reporting to the Rig Managers

Performs task of daily secretarial routine using wide range of MS software packages with the maximum level of clarity and descriptive worked of subject and documents. Responsible for handling, sending and receiving of correspondences, faxes, couriers, letters, as well as typing minutes of meeting. Provide assistance to the receptionist by answering phone calls and forwarded to the concern personnel. Preparing weekly and drilling report to be submitted to the rig managers.

Coordinate with offshore rig manager regarding rig requirements and other important issues. Responsible for sorting out incoming and outgoing documents from and to offshore rig. Setting up and maintaining an efficient filing system, assisting the team in preparing the joint management meeting with slides presentations. Also preparing time sheets for the project team.

Jul 1993 – Apr 1995

Servetech Technical Services – Quality Engr / Executive Technical Asst.

Reporting to the General Manager

Responsible in sending inquiries, quotation to the supplier as per specification requirement regarding oil and gas materials such as control valves, instrument testing equipment etc. Preparing of correspondences, invoices and LPOs instructed by my line manager.

Inquiring calls to prospective client introducing our company representative product and explain different facilities of usage and advantages in the market.

Answering phone calls and forwarded to the concern personnel. Handling of incoming and outgoing faxes, registering, zerox copy and distributing to all levels of department. Setting up, monitoring and maintaining arrangement of the filing system. Responsible for clients calls to follow-up the status of their orders and update the material delivery schedule for their weekly or monthly look ahead time table.

Mar 1992 – May 1993

AG&P – QA/QC Engineer / Field & Material Engineer

Reporting to the QA/QC Manager

Responsible for the review of materials requirement and specification of the project, prepare material for bid proposals. Develop plans and procedure for the maximum usage of materials. Monitoring progress at jobsite and to ensure the materials arrive as per the schedule on the time table set forth with no further of delay. Do material take-off evaluating the requirement on the shop design drawing. Prepare quotation for the immediate work request of the client and initiate claims changes or variation orders for ongoing installation. Coordinate with the clients and schedule for the cash flow.

Report to Procurement Manager, inspect and verify all materials to be used based specifications and approved designs. Follow up suppliers for prompt deliveries of construction materials, responsible for deliveries and issuance of construction materials to the site. Assist and educate sub- contractor for the proper use of the materials and equipment. Coordinate with other department and sections. Prepare weekly & monthly procurement status. Prepare cost comparison report, review cost estimate and cost analysis.

Report to the QA/QC Manager on the performance of the Quality Management System in the Projects and any need for improvement. Responsible for requesting and ordering of materials to be used in the project.

Actively participated in internal audits. Monitoring of deliveries and make sure that the materials delivered had passed the set quality based on specifications, standards and manufacturer's recommendation.

Submissions and approval of materials to the Client Representative / Project Consultant

Responsible to monitor the implementation of Project Quality Plan, Inspection test plan & report forms in the project.

Filing records & maintaining all the documents and records in a traceable manner.

Co-ordinate with QA Manager/Project Manager/Site Agent, regarding work performance

Liaise with Client's representative for conducting of day-to-day inspections of the project. Responsible to make sure that the Inspection Test Plan and C.A.R. is implemented throughout the project. Review all test results for completeness and accuracy. Follow up test result and submit it for approval. Inspect and verify the materials delivery with the consultant for approval.

Responsible for all technical submittals. Assist Project Manager for evaluating Sub Contractors and Suppliers. Evaluate and control material requirements for site used. Prepare progress reports.

Mar 1991 – Mar 1992

C.G. Conception Construction and Co. – QA/QC Engineer / Office Engineer

Reporting to the Project Manager

Review of design drawing as per contract specification and site visit to monitor the progress of construction as part of actual evaluation report of the project to be submitted to my senior engineer. Coordinate with other discipline with regards to installation clashing or fouling between structural and MEP services which includes architectural finishes. Issue technical engineering queries to the consultant with regards to problem issues at site..

Inspect verify and approved all materials to be used based on technical specifications and plan. Shop Drawing were reviewed and recommended for approval based on design and specifications. Review all test results for completeness and accuracy. Responsible for the preparation of quality control inspections and testing procedures. Review as-built drawing prior to final acceptance. Coordinate with other department and discipline engineer for design, engineering details and procurement support. Directly reporting to Project Manager.

TRAINING AND SEMINAR COURSES

1. Fire Awareness Training - 2003TOTAL, Dubai
2. STOP program (Safety Training Observation Program)- 1996 Schlumberger Sedco Forex, Dubai
3. CPR Course - 1996 Schlumberger Sedco Forex, Dubai
4. Fire Fighting Course - 1996 Schlumberger Sedco Forex, Dubai
5. Summer Youth Employment Program- 1997TOTAL, Dubai
7. Employer Safety Orientation - 1992 USABase, Philippines
8. Electrical Construction Quality - 1992 USABase, Philippines
9. Structural Engineering Civil Works - 1992 USABase, Philippines
10. Interior Design of New & Existing Bldg. - 1992 USABase, Philippines

OTHER QUALIFICATION

1. Essential Educational Degree (Bachelor of Science in Civil Engineering)
2. Professional Certification (10 Years Knowledge of Quality Management systems i.e. ISO 9001:2015 & 10 Years Knowledge of Internal Auditor ISO 9001: 2015 Certification)
3. Computer Literate MS Software Packages Excellent Computer Skills- MS Word, Excel, PowerPoint, Visio and Microsoft Project, & ERP Citrix link, using Aconex
4. Communication Skills (Excellent verbal and written English)
5. U.A.E. Driving License
6. Excellent in interpersonal skills, problem solving skills and organizational skills.

I do hereby solemnly declare that all the above information is true and correct to the best of my knowledge.

APPLICANT,

Other Relevant Roles and Responsibilities in Administration

- Act in Administration Act as primary contact person for the team
- Coordinate and submit team reports, such as annual reports and team plan, and other necessary documentation required from the team.
- Participate on peer review committees for all team members and coordinate merit review process for team members.
- Participate as a member of the team with instruction, reference, and collection management responsibilities.
- Co-ordinate with the team members & inspire them to carry out team vision and mission.
- Analysis on complaint closures & giving feedback to the concerned team member.
- Interaction with the client on a regular basis to develop a strong & seamless communication channel & partnership.
- As a team, ensure accuracy, consistency & user friendliness of all outgoing information & documentation.
- Prepare Project Quality Plan
- Collecting the monthly HSE report for every department
- Responsible for quality checking and formatting of the projects documents before sending to the client.
- Answer phones and direct all incoming calls to appropriate party promptly and efficiently
- Assist the group of company with preparation of presentation materials
- Perform other related duties as assigned
- Strong decision making ability and attention to detail.
- Strong interpersonal and negotiation skills. A self-starter and proactive, with the ability to manage time effectively.
- Physically fit, able to travel worldwide and work overtime when required, flexible attitude, be a team player.