

# Randy Neri Moit

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**OBJECTIVE:** To be a part of your company in fulfilling your vision and mission by contributing my utmost skills and knowledge and position concerned.

## EDUCATIONAL BACKGROUND:

**Tertiary**                      **5yrs- Bachelor of Science in Electronics & Communication Engineering (BSECE)**  
Camarines Sur Polytechnic Colleges  
Nabua, Camarines Sur, Philippines  
**1998-2002**

**Vocational**                    **2yrs - Computer Programming**  
Southern Luzon Technological College  
Daraga, Albay Philippines  
**1992-1994**

**Certified Lean Six Sigma Greenbelt**  
**Asian Institute of Quality Management**  
**Accredited by ASCB (Europe) Limited U.K.**  
**Certificate Number: A-3133**

## WORK- RELATED EXPERIENCES:

**Position: QC Final Inspector**  
**Jubail Energy Services Company (JESCO )**  
**( Affiliate of TAQA Company)**  
P.O. Box 10997 Jubail Industrial City 31961  
Kingdom of Saudi Arabia  
**From October 19, 2011 up to Present**

JESCO is the first producer of seamless pipes in the GCC countries, Localizing seamless pipe (SP) manufacturing capabilities in the Middle East in general and in Saudi Arabia in particular is a commercial necessity and a strategic objective within the oil and gas sector. Where Aramco is our major customer.

## DUTIES AND RESPONSIBILITIES:

- Involved in developing and implementing system to ensure products are produced meet customer requirement satisfaction.
- Implement promotion of good quality, methods of production and quality control.
- Ensure that the measuring equipment, tools, and jigs capability are in good validity calibration.
- Control, and assure product and process quality in accordance with quality principles & material control acceptance.
- Provide both oral and written status reports during manufacturing operation.
- Performs inspection of casing and line pipe according valid standards, procedures and customer specification.

- Conducts all work activities in a safe and environmentally responsible manner at all times.
- Check traceability markings in order to properly identify the product.

**Position: QA/QC Project Liaison**  
**Quality Assurance Department**  
**Precision Forgings Factory**  
**For Flanges & Pipe Accessories**  
**( A Subsidiary of Al-Suwaidi Holding Company)**  
**From August 08, 2008 up to July 11, 2011**

ISO IMS CERTIFIED ( QMS ISO 9001:2000 & OHSAS 1800:1999)  
 Dammam Industrial City 2, Makkah Street, 139 Road, Dammam  
 Kingdom of Saudi Arabia

This is a Forging Company that specializes in the production of flanges which are used in the oil and gas pipe laying and installation as well as auto parts production where ARAMCO is our major customer.

**DUTIES AND RESPONSIBILITIES:**

- Provide high-level administrative support by conducting research and performing clerical function such as preparing correspondence, receiving visitors, organizing, and always maintaining and keep the electronic file record at safe.
- Attend and participate in scheduling meeting and communicate with co-workers the status of jobs/projects.
- Monitor task delivery against the project schedules.
- Prepare periodic status reports showing accomplishments personnel commitment vendor status as well as resource availability to assist functional management in related efforts.
- Answer inquiries and obtain information to customer, visitors and other interested parties.
- Maintain contact with client regarding production and time sensitive issue.
- Consult with the production staff regarding incoming and current jobs / projects.
- Reviews submitted project concepts with counterparts.
- Ensures that project closure and evaluation procedures are carried out in a timely manner.
- Apply good time management for the projects.
- Coordinating with third party inspector and client.

**Position: Sales Assistant ( Exports & Projects)**  
**Sales Department**  
**Precision Forgings Factory**  
**From June 07, 2007 up to August 07, 2008**

**DUTIES AND RESPONSIBILITIES:**

- Manage Sales for the company's developments and meet set targets as per management objectives.
- Customer Relationship Management.
- Sales Related Database management.
- Preparation of Sales reports and market information reports as required.
- Sales Transaction Management and related management of related documentations.
- Prepare Marketing Plans as per sales goals and project requirements as required by management.
- Answering queries from customers.

**Position: Asst. Production Supervisor**  
**Hydraulic Press Production Department**  
**Calamba Shinei Industry (Phils.) Corporation**  
City of Calamba, Laguna Philippines  
**December 2004 up to May 2007**

This is a Press hydraulic stamping Company that specializes production of all **aluminium** parts that we installed in Laptop CD-ROM, DVD, DVD-RW and CD-RW Drive as well as the Blu Ray DVD Rom. where SAMSUNG ELECTRONICS Manufacturing is our major customer.

**DUTIES AND RESPONSIBILITIES:**

- Accomplishes manufacturing staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Implement operational and efficiency improvement programs
- Supervises Engineering and maintenance activities
- Support and developed manufacturing policies and procedures in relation to quality in production manual
- Supervises proper manpower scheduling and planning system
- Determine necessary corrective actions to prevent and reduce material usage and ensure achievement of agreed production plan.
- Assist in the promotion of good quality and better efficiency, must be knowledgeable of methods of production and quality control.
- Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
- Develops and maintains a training program for newly hired employees and subordinate workers.
- Knowledge of machines, tools, materials, supplies, and equipment used in the department.
- Develop annual performance targets that will meet the expectations and approved by management.
- Delivers the agreed targets within the approve time frame and given resources.
- Ensures that all machines and equipment are in good running condition.
- Ensure proper warehousing, store and dispatches of raw materials, spare parts, work-in-process and finished goods
- Ensure that all the utility facilities are kept in good operating condition to provide the needs of concerned users without incurring too much wastage.
- Responsible for the optimization of human resources within the production attainment and of business results.

**Position: Production Supervisor**  
**Coil Assembly HDD Production Department**  
**Kisho Sakata Electronics (P) Inc.**  
Biñan, Laguna Philippines  
**October 2003 up to October 2004**

**DUTIES AND RESPONSIBILITIES**

- Assisting in Planning, directing, controlling and organizing the activities of the section.
- States the uniform methods to be followed in performing the works so it will be carried out in a standardized manner.
- Helps establish specific quantitative goals that will guide the operations and directs the sequence of the activities to be followed in reaching the objectives.

- Assists in the allocation of resources including manpower, materials, equipment and facilities so as to accomplish and carry out programs with great economy and effectiveness.
- Helps organize the department to develop a sound structure, to delegate responsibilities and authorities and to establish working relationship that will facilitate the attainment of the objectives.
- Participates in the development of the employee through performance appraisal, counseling and coaching aimed at improving the present performance, skills, and abilities to the fullest.
- Reports and records work progress and completeness and help evaluate results by comparing the actual performance against standard.
- Generates weekly and monthly reports and updates and updates his superior of whatever is happening within the department.
- Ensures the productivity, quality of and on time shipment of the product.
- Performs administrative task and assists in the implementation of rules and regulations.

### **SEMINARS / TRAININGS ATTENDED:**

**Lean Six Sigma Green Belt Certification Training** held on 26<sup>th</sup> February 2015 to 2<sup>nd</sup> March 2015 at Knowledge Square Riyadh, KSA

**Project Management Workshop ( Using PMI Approach)** held on 1<sup>st</sup> February 2015 to 8<sup>th</sup> February 2015 at Knowledge Square Jubail, KSA

**Advanced Supervisory Skills Training** in Business Coach, Inc. held on July 05, 2014

**Understanding the Requirements of OHSAS 18001:1999 standard** in Precision Forgings Factory held on June 02, 2008

**Understanding the Requirements of ISO 9001:2000 standard** in Precision Forgings Factory held on June 01, 2008

**Basic Industrial Engineering Training** in SAMSUNG Electronics Philippines Manufacturing Corporation held on March 26-30, 2007

**Delegating for Productivity & Growth** in SAMSUNG Electronics Philippines Manufacturing Corporation held on March 13, 2007

**Empowering Leaders Training** in SAMSUNG Electronics Philippines Manufacturing Corporation held on March 09, 2007

**Supervisory Skills Training** in Business Coach Inc, on February 18, 2006

**Digital Satellite Seminar** in Certii held on February 01, 2002

**WCDMA Overview Seminar** in Ericson Training Centre-Philippines held on January 28, 2002

**3rd Regional Seminar on "GSM with Wireless Application Protocol and 3rd Generation Cellular Phone Technology"** in CSPC chapter March 03, 2001

**Robotics/Auto Electronics & Fiber Optics Communication Seminar** in CSPC chapter held on February 19, 2000

**1st Regional Seminar on Home TVRO System** in BCAT chapter held on October 01, 1999

## **PERSONAL DATA:**

Date of Birth : 28 October 1975  
Place of Birth : Morong, Pililla Rizal  
Sex : Male  
Status : Married  
Citizenship : Filipino  
Height : 5'4"  
Weight : 68 Kg  
Passport Number : P2635873A  
Iqama Number : 2314495264  
Father's Name : Cresenciano R. Moit  
Mother's Name : Gloria N. Moit  
Language or Dialect : English, Tagalog, Bikol

## **SKILLS AND STRENGTH**

Strength : Honest, Responsible, Dependable, Self-motivated, Persistent, Can handle pressure, finds challenge in handling responsibilities.

: Good technical ability, with exposure to process, Ability to work well both within the team and independently, Dynamic, initiative-driven, reliable and goal-oriented

Skills : Computer literate (MS Word, Excel, PowerPoint).

: Can simplified the system of the production for operational and efficiency improvement.

:Leadership skills to motivate staff and manage a team, the ability to meet targets and deadlines, good time management skills, excellent problem-solving skills, effective decision making skills, ability to write reports and compile accurate records.

: Can operate Measuring Equipment, Height Gauge, Caliper, Measuring Microscope, Vernier Caliper.

: Understanding of the company's General safety rules and able to identify safety sign.

## **CHARACTER REFERENCES:**

- 1. Mr. Alexander Roter**  
Quality Control Superintendent  
Jubail Energy Services Company
- 2. Mr. Frans J. Cronje**  
Acting General Manager  
Precision Forgings Factory
- 3. Ms. Minerva Castillo**  
HR & General Admin Supervisor  
Calamba Shinei Industry (Phils.) Corporation