

Allan Delon Reyes Arabe

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PERSONAL DATA

Age: 40
Date of Birth: May 28, 1980
Gender: Male
Civil Status: Married
Height: 171.49 cm
Weight: 70 kg
Nationality: Filipino
Religion: Iglesia Ni Cristo
Blood Type: AB+

WORK EXPERIENCE

I have been working for 9.8 year(s).

1. Position: **Cost Control Assistant/ Document Controller/ Asst. Contracts Administrator**

Duration: July 2015 – June 2021

Company: GS Engineering & Construction (GS E & C)
(Joint Venture with Arabian Bemco Contracting Co. Ltd.)

Company: Construction / Building / Engineering

Industry:

Location: Riyadh Combined Cycle Power Plant # 12 Project (CCPP12)
Riyadh, K.S.A.

Department: Project Control Management

Job Description:

- * Receiving & sending of hard copy/original documents via Document Control Department
- * Filing/Monitoring of incoming & outgoing of documents.
- * Coordinates with Warehouse, Discipline Departments, Vendors/Suppliers/Subcontractors, & Head Office regarding Bill Advises, Letter of Credit Applications/Amendments, Bond Guarantee Applications and Amendments, Company Commercial Invoices its discrepancies/status and payments.
- * Updating/encoding files involving costing such as Actual Cost, Bank Statements, Purchase Reports, Priority Payment List, etc.
- * Checking & preparation of necessary support documents (i.e. timesheets, service reports, material receiving reports, order voucher, payment request, VAT Reg. & Bank Account Certificates, CR/Zakat, etc.) to process invoices such as material, progress & services for payments.
- * Preparing Transfer Letter/s and collecting approvals from the Project Management.
- * Daily tracking/monitoring the whereabouts or progress of the Transfer Letter/s, JV VAT Invoice Issuances, Scrap, Remaining Materials to Sell and Punch Details Status, etc.
- * Reviewing drafts of Subcontracts/PO's which are subject for internal formalities and approvals.
- * Provision of scan copies and maintaining good records of necessary documents such as Agreements, Contracts, Minutes of Meetings, Payment Certificates, Transfer Letters, etc.

Department: Document Control
Job Description:

- * Establish and maintain documentation system for project.
- * Project Folder Structure is maintained in order.
- * Maintain updated documents in physical and digital records.
- * Process incoming and outgoing letter/ transmittals and routine correspondence as required.
- * Creating and maintaining document according to document control procedures and apply coding system/company document numbers to departmental documents.
- * Circulating documents (Letters/Transmittals) to the concerned and handle correspondences related to circulating the documents for the departments to ensure timely response.
- * Keeping and update incoming and outgoing letter/ transmittals log files in excel and maintain reference files/documents.
- * Maintain updated drawing, red mark-up and as-built drawing as per procedure.
- * Maintain NCR, RFI and submittal registers.
- * Co-ordination with Client, Engineers, Contractors, Joint Venture Partners, Subcontractors & Project Management Team and other Internal Departments for Documentation related issues.

Department: Contracts Administration
Job Description:

- * Prepare sales and purchase contracts
- * Negotiate contract terms with internal and external parties.
- * Review and update existing contracts
- * Explain terms and conditions to managers and interested parties
- * Ensure that employees understand and comply with company contracts.
- * Analyze potential risks involved with specific contract terms.
- * Stay up-to date with legislative changes and coordinate with the legal department as needed.
- * Ensure all deadlines and conditions described on contracts are met (e.g. payments and shipping).
- * Maintain organized system of physical and digital records.
- * Create language standards for existing and new contracts.

2. Position: **Labor Controller/ Welding Control System (WCS) Encoder**

Duration: Feb 2014 – Feb 2015

Company: GS Construction Arabia (GSCA) - DAEAH Eng'g & Const. Co. Ltd. (Saudi ARAMCO-SUMITOMO Chemical)

Company Industry: Construction / Building / Engineering

Location: Petro Rabigh II Project (SMP4-UO1 Interconnecting Pkg.)

Department: Administrative & QA/QC Department

Job Description: **Labor Controller -**

- * In-charge to Manpower Monitoring - pertaining to records/progress of important documents such as employment contracts and ID's, IQAMA (KSA Residential ID), Visa, Manpower financial accounts.
- * Execute support/assistance in ID processing, medical issues, employee's accommodation/lodging and manpower supply or transfer.
- * Schedule and coordinate meetings, appointments, and travel arrangements for company employees, staffs and managers.
- * Interprets/deduces company policy to employees & enforces company policy & practices.
- * Plans, develops, and provides documents needed in line with human resources services and administrative functions.

Welding Control System (WCS) Assessor/Encoder-

- *Prepare data (DWR) for inputting into WCS.
- *Input data in an accurate and efficient manner.
- *Verify accuracy of information prior to keying.
- *Corroborate data accuracy after performing data entry procedures.
- *Update records and information in the database.
- *Compile statistical data for analysis purposes such as Welder Performance, NDE Status, Welder Repair Rate, etc.
- *Retrieve data for informational purposes as directed such as Daily Welding & Progress Reports, and Weld Production Joints Status.
- *Compare entered data with the source documents.
- *Process forms as directed.

3. Position: **Labor Controller / Planning Asst.**

Duration: Jul 2009 - Jun 2012

Company: HYUNDAI - WOOLIM Engineering & Const. Co. Ltd.

Company Industry: Construction / Building / Engineering

Location: QAFCO 5 & 6 Ammonia & Urea Projects, Mesaieed Industrial City, State Of Qatar

Department: **AG - Piping Department**

Job Description: *Multifunctional support responsibilities such as, but not limited to, administrative functions, data communications, facilities management, human resources services, insurance, office services, purchasing, security, etc.

*Support & assistance to other functions operating units of the company.

*Interprets company policy to employees & enforces company policy & practices.

*Participates in the development of departmental programs, policy systems, & procedures, & is responsible for effective implementation.

*Plans, develops, & establishes policies & objectives of functions in accordance w/ company objectives.

*Provide back-up support as needed (floater) to other staff during vacations, illness or LOAs.

*Work is generally of a time sensitive or confidential nature. Assignments may be found in various functional areas.

Planning Department

- * Progress Payment Coordinator
- * Contract and Work Order Coordinator
- * Costing & Expenses Controller
- * Purchaser/Equipment Coordinator
- * Sub Contractor Invoice & Progress payment Controller

EDUCATION

Highest Education

Second Highest Education

Education Level: College Level

Education Field: Engineering(Civil)

Course: Bachelor of Science in Civil Engineering

School/University: University Of Batangas

Location: Batangas City, Philippines

Date: Jun 1997 - May 2002

Vocational Diploma / Short Course Certificate

Engineering(Civil)

Computer Aided Structural Analysis & Design

MicroCadd Technologies

Quezon City, Philippines

Nov 2004 - Dec 2004

TRAININGS/SEMINARS

Date	Topic/Course Title
Jul 31, 2010- Jun 10, 2012	Performing Authority for Commissioning / Work Permit Coordinator for Construction Qatar Fertilizer Company (QAFCO 5 & 6 Project) Saipem Eni Consortium Hyundai Eng'g & Const. Co.,Ltd. Hyundai Health & Safety Department Mesaieed Industrial City State of Qatar
Mar 30, 2010- Mar 31, 2010	Basic Life Support, Automatic External Defibrillator & First Aid (BLS, AED & First Aid) Provider Course HAMAD MEDICAL CORPORATION Hamad International Training Center Doha, State of Qatar
Jul 2, 2008- Aug 2, 2008	Non-Destructive Testing (NDT) Technician (Level 1) ATLANTIC GULF & PACIFIC COMPANY OF MANILA, INC. - Under Quality Assurance Dept. – NDT Section ATLANTIC GULF & PACIFIC COMPANY OF MANILA, INC., San Roque, Bauan, Batangas
Nov 21, 2005- Dec 30, 2005	Advanced Pipefitting TESDA (Technical Education & Skills Development Authority Region IV (CALABARZON) P. Herrera St., Batangas City
Nov 24, 2004- Dec 20, 2004	STAAD.Pro, Computer- Aided Structural Analysis & Design MICROCADD TECHNOLOGIES Computer-Aided Architecture, Engineering & Visual Arts Professional Training Center Quezon City, Philippines

LANGUAGES SPOKEN

Language

1. Filipino
2. English

AVAILABLE DOCUMENTS

Passport

Number:	EC8321653	Expiry Date:	Aug 02, 2021
Place of Issue:	Philippine Embassy - Riyadh, K.S.A.	Date of Issue:	Aug 03, 2016

REFERENCES

-- Available upon request --

I hereby certify that the above given information are true and correct to the best of my knowledge and beliefs.



Allan Delon R. Arabe