

**Name** : **ARCHIE C. TEPACE**  
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### **CAREER OBJECTIVE:**

To obtain a challenging position in a growth oriented organization that will enable me to apply my knowledge and experience gained in projects / constructions / facilities management will be shared and developed for the company's success and growth.

### **Executive/Profile Summary:**

Has an extensive knowledge in all facets of engineering works for more than (21) years of experience. More than Three (3) years in State of Qatar and Eight (8) years in the Kingdom of Saudi Arabia in Project Management and employed as: QA/QC Civil Engineer, Civil Site Engineer. Nine (10) years in the Philippines in the field of buildings and bridges construction including the fabrication and erection of post tensioned, pre-stressed and pre-cast concrete products as Q.C. Inspector, Site Engineer and Project Engineer.

- Hands-on Quality Management and QA/QC Experience in international construction environments.
- Comprehensive understanding of relevant international design codes, Quality Control Processes and applicable regulatory requirements.
- Complimentary skills in areas such as Quality Management Information Systems and Project documentation processes such as Project Quality Plan, Method statements, Inspection and Test Plan, Quality Record Packages, Operation and Maintenance Manual, Testing and Commissioning procedure and other requirements.
- Participate actively in the documentation and reporting of contractual non-conformances and other related issues and closure of the same.
- Capable of providing technical leadership within multi-cultural environment.
- More experience in supervision of Structural and Architectural Finishing Works. Undergone seminars, trainings and with efficient written and oral communication skills.

### **WORK CHRONOLOGY & PROFESSIONAL EXPERIENCE:**

**Company #1** : **PRIMUS@KNOWLEDGE SPECIALISTS, INC.**  
**Address** : **3<sup>rd</sup> Floor OAC Building San Miguel Avenue Pasig City, Philippines**  
**Duration** : **July 27, 2020 – to present**  
**Position** : **QA/QC Engineer**

- **Supplied to** : **HUAWEI TECHNOLOGIES PHILIPPINES, INC.**  
Scope of Work : Quality Auditor for Globe New FTK Project and Globe Wireless Expansion Projects  
Location : National Capital Region  
Client : Globe Telecoms

## **Duties and Responsibilities**

- Conducting Daily Quality Audit Inspections on site through ISDP (Integrated Service Delivery Platform).
- Conducting Daily Audit Inspections for EHS compliance on site through ISDP (Integrated Service Delivery Platform).
- Monitor the implementation of the Project Quality management System through audits and reviews.
- Promotes Quality Awareness among project team members and subcontractors.
- Conducting ISDP Trainings to subcontractors.
- Develop, maintain and update Site Audit Quality Reports, Schedule of Site to Visit/Audit and Updates of Sites Visited/Audited.
- Coordinate with subcontractor QA/QC and site in charge for closure of Non Compliances.

**Company #2 : IMAR TRADING & CONTRACTING WLL Doha, Qatar**  
**Address : Al Amir Street Doha Qatar Box 22403**  
**Duration : February 15, 2016 – September 05, 2019**  
**Position : Sr. QA/QC Engineer**

- **A. Project Title : Qatar Rail Project-Red Line South Underground J.V.**  
Scope of Work: Front of House Fit-out, Back of House Fit-out and Entrance Shelter Fit-out (5 Stations and 6 Emergency Exits)  
Project Cost : QAR 468 million  
Location : Doha Qatar  
Client : Qatar Rail  
Main Contractor: QDVC-Al Darwish Engineering – GS E & C  
Date Coverage: February 15, 2016 – September 05, 2019

## **Duties and Responsibilities**

- Develop the Quality Management Plan; Perform Quality Assurance and Control of the Project.
- Monitor the implementation of the Project Quality management System through audits and reviews.
- Promotes Quality Awareness among project team members and subcontractors.
- Preparation and Submission of Material Submittals, Method of Statement, Inspection & Test Plan (ITP), Inspection and Test Request (IRE) for permanent works and material deliveries, Quality Training Documents, Tests Reports and other documents pertaining to QA/QC works.
- Develop, maintain and update all QA/QC Logs. Prepare monthly Quality Report.
- Coordination with Main Contractor/Client QC Engineer for conducting Inspection and Test Request.
- Initiate Inspection on each activity on site as per Method of Statement and ITP.
- Initiate inspection on each delivery of materials and equipment on site as Method of Statement and ITP.
- Ensure all the construction activities on site are done as per Project Specifications, Standards and Approved Drawings.
- Issue NCR's when and where required and to check that the construction

- department provides timely appropriate corrective and preventive action.
- Conducting Audit on Subcontractors and inspection on their fabrication plant regarding Quality compliance.
- Review and finalized the Quality Record Packages, Operation and Maintenance Manual, Testing and Commissioning procedure and other requirements.
- Coordinate with main Contractor QA/QC and site in charge for closure of NCR's and De-snagging.

**Company #3 : ISAM KABBANI & PARTNERS COMPANY (KGC)**  
 Address : **Dammam 31452 Kingdom of Saudi Arabia P.O. Box 6897**  
 Duration : **March 22, 2009 – March 22, 2015**  
 Position 1 : **QA/QC Civil Engineer**

• **A. Project Title : Construction of fully furnished 5 Storey Extension Of Engineering Building (Bldg # 75)**

Project Cost : S.A.R. 57, 101, 039 (SAR 57.50 million)  
 Location : Dhahran Kingdom of Saudi Arabia  
 Client : King Fahd University of Petroleum and Minerals  
 Main Contractor: COSMA  
 Date Coverage: December 13, 2012 – March 22, 2015

**B. Project Title : Construction of Fully Furnished 100 Housing Units (Villas) & Garages with Drivers Quarters for Faculty Members**

Project Cost : S.A.R. 191, 291, 566.640 (SAR 200 million)  
 Location : Dhahran Kingdom of Saudi Arabia  
 Client : King Fahd University of Petroleum and Minerals  
 Main Contractor : COSMA  
 Date Coverage : January 2010 – December 2012

**Duties and Responsibilities:**

- Inspection with the Consultants of All Comments on the Snag Lists for the Approval and Signature (Civil, Architecture, Mechanical HVAC/Plumbing) and Electrical Items.
- Inspection with the Consultants on the Testing of Water, Gas & Sewer Lines; Main Sewer Lines Flushing, Water Lines Disinfection and Testing, Balancing & Commissioning of HVAC.
- Coordinate with consultants for conducting quality inspections from the Roughing to Finishing Stage (Civil, Architectural and Mechanical).  
 Coordinate with third party site laboratory and concrete plan for testing and related works.
- Inspect all received materials and ensure compliance with approved submittals.
- Prepare and submit Request for Inspections
- Prepare the ITP for the site construction activities
- Develop, maintain and update project reports, documentation, RFQI Log, material submittal and shop drawings.
- Conducts Daily inspection on site activities, Initiate quality inspection and test plan. Inspection and checking on the reported finished installation or work.
- Self-inspection on site activities to ensure quality of work was done prior to consultant inspection.

- Ensures all the construction activities on site are being proceed as per project specifications and approved drawings.
- Suggest and assist the construction team for the technical support to facilitate work.
- Prepare and submit daily, weekly & monthly on site activities reports as per project requirement.
- Overseeing safety matters on site and ensuring that regulations are adhered to.

## Position 2: **Civil Site Engineer**

- **A. Project Title : Construction of 380/115 KV BSP; Control Building Boundary Walls and Site Developments.**

Project Cost : S.A.R. 39, 181, 000.00 (SAR 40 million)

Location : Manifa, Kingdom of Saudi Arabia

Client : SCECO (Owner is ARAMCO)

Main Contractor: National Contracting Company

Date Coverage: March 2009 – January 2010

### **Duties and Responsibilities:**

- Responsible in the Civil and Structural Works from Excavations, Compactions, Lean Concrete, Matt Foundations, Columns and Beams
- Prepare and study all the required documents prior to start of the construction.
- Plan ahead all the work sequences and Make sure the material availability prior to construction start.
- Coordinate the daily activities with QC Inspectors for RFQI Action including ongoing and planned activities.
- Provide the next day activities detailed drawings to subcontractors
- Submit Daily Work Report with daily requirements.
- Prepare RFQI for the executed works ahead of time.
- Organize and allocate manpower for the best work productive output.
- Responsible to track all subcontractors work performance, quality and productivity rates through site daily surveillances.
- Overseeing quality control and safety matters on site and ensuring that regulations are adhered to.

**Company # 4 : KETTANEH CONSTRUCTION SAUDI ARABIA LTD.**

Duration : **January 2006 – January 2008**

Position : **Civil Engineer**

Scope of Work :

**Civil Works** : GOSP 1-4, inlet outlet, flare area, compressor area

**Building Works** : Main Substations, Substations, Process Interface Building, Team Management Building, Gas Treatment, Sales Gas Building, Lift Stations and Warehouses.

- **A. Project Title : Hawiyah NGL Recovery Plant, Gas Treatment and Compression Facilities**

Location : Hawiyah KSA

Client : Saudi Aramco

Main Contractor: Snamprogetti S.A. Ltd.

Date Coverage: January 2006 – May 2007

- **B. Project Title : Rabigh Polymer Plant K.S.A.**  
 Location : Rabigh K.S.A.  
 Client : Petro Rabigh  
 Main Contractor: TS Consortium (Technimont S.A.)  
 Date Coverage: May 2007 – Aug. 2007
- **C. Project Title : Khurais Crude Contract Facilities**  
 Location : Khurais K.S.A.  
 Client : Saudi Aramco  
 Main Contractor: Snamprogetti S.A. Ltd.  
 Date Coverage: September 2007 – January 2008

### **Duties and Responsibilities:**

- Responsible in the Civil and Structural Works from Excavations, Compactions, Lean Concrete, Matt Foundations, Columns and Beams
- Plans and supervise daily work activities such as construction of foundations (pipe rack, vessel, pump, pipe support, transformers and flat forms) and building facilities.
- Prepare and study all the required documents prior to start of the construction.
- Plan ahead all the work sequences and Make sure the material availability prior to construction start.
- Coordinate the daily activities with QC Inspectors for RFQI Action including ongoing and planned activities.
- Provide the next day activities detailed drawings to supervisors and foremans
- Submit Daily Work Report with daily requirements.
- Prepare RFQI for the executed works ahead of time.
- Organize and allocate manpower for the best work productive output.
- Responsible to track all work performance, quality and productivity rates through site daily surveillances.
- Overseeing quality control and safety matters on site and ensuring that regulations are adhered to.

**Company # 5 : SHOWA KOJI ENG'G. & ASSOCIATES**  
 Duration : **February 2008 – March 2009**  
                   : **May 2002 – December 2005**  
 Position : **Project Engineer**

- **A. Project Title : Construction of Six (6) Storey School Building of Our Lady of Fatima University**  
 Location : Antipolo City Philippines  
 Main Contractor: Topway Builders Inc.
- **B. Project Title : Bridgestone Service Extension**  
 Location : Fort Bonifacio Global City  
 Main Contractor: Topway Builders Inc.
- **C. Project Title : Construction of Twelve (12) Story Commercial & Office Space Bldg. of Eton Cyber pod Centris Info Tech**  
 Location : **Quezon Ave. Corner Edsa**  
 Main Contractor: **Grandway Konstruct Inc.**

### **Duties and Responsibilities:**

- Supervise & monitor on going site construction and coordination with subcontractors.
- Responsible to monitor the quality defects as per the standards, specifications and quality control operation.
- Prepare all documents, technical specifications, Bill of Quantity and building permits, electrical and sanitary permits.
- Cost estimation, review materials, submittals and the methods of statement of work.
- Cost control for the projects, management of manpower and supply of materials.
- Responsible to track subcontractors work performance, quality and productivity rates.
- Monitor work schedule and progress reports of subcontractors.
- Prepare daily, weekly and monthly overall site progress report.
- Conduct meeting with supplier
- Efficiently organizes the schedule and the site facilities in order to meet agreed deadlines.
- Daily site management, supervising and monitoring the site labor force, subcontractors and concerned staff to expedite delayed items.
- Overseeing quality control and safety matters on site and ensuring that regulations are adhered to.

**Company # 6 : MERIT STAINLESS STEEL INCORPORATED**  
Duration : **April 2000 – April 2002**  
Position : **Junior Designer (PDD / Engineering Dept.)**

Engaged in Manufacturing of Stainless Steel Food Service Kitchen Equipment and Refrigerated Products.

### **Duties and Responsibilities:**

- To do shop drawings requirements (elevation, perspective, assembly and exploded view, parts list, ridings, etc.)
- To coordinate with the production section regarding the status of the projects.
- To do on site verification and actual measurements.
- To file and encode finished plans to be forwarded to production section
- To do estimate of materials needed.
- Reports of accomplishment daily.

**Company # 7 : FREYSSINET PHILIPPINES INC.**  
Duration : **March 1997 – March 2000**  
Position : **Quality Control Inspector**

Engaged in Fabrication and Erection of Pre-stressed, post tensioned and pre-cast concrete products such as S.P.C. piles, A.A.S.H.T.O. girders, channel beams, slabs, pre-cast beams and columns.

### **Duties and Responsibilities:**

- Inspection during fabrication of concrete products.
- Sampling, examination and field testing of materials.

- Conducts Daily inspection on site activities, Initiate quality inspection and test plan. Inspection and checking on the reported finished installation or work.
- Control of concrete proportioning.
- Inspection of concrete from batching, mixing, conveying, placing, compacting and curing.
- Coordinate with consultants for conducting quality inspections.
- Keep records of all inspected items and prepare periodic reports

### **SKILLS:**

- ISDP (Integrated Service Delivery Platform)
- Excellent Communication and Organizational Skills to foster positive work environment.
- Strong Team Building and Relationship Management Skills
- STAAD III (Structural Analysis and Design)
- Material Take Off
- Computer Skills (Auto CADD R 2002 with color rendering; MS Office; Excel)

### **TRAININGS AND SEMINARS:**

- **Construction Occupational Safety and Health (COSH)**  
Safety Officer 2 – DOLE BWC
- **Construction Railway Operation CRO-001**  
MMHKT – Doha Qatar
- **CCRM Level 3 – Works Party Supervisor**  
MMHKT – Doha Qatar
- **RKH Project In Charge Training Level 2**  
RKH – Doha Qatar
- **Construction Safety Management Seminar Workshop**  
Dharan Palace Hotel, Dharan Kingdom of S.A. – February 09, 2007
- **Excavation, Trenching and Shoring Seminar Workshop**  
Dharan Palace Hotel, Dharan Kingdom of S.A. – November 03, 2006
- **Crane and Rigging Safety Workshop**  
Dharan Palace Hotel, Dharan Kingdom of S.A. – August 11, 2006
- **Scaffold Safety Workshop**  
Dharan Palace Hotel, Dharan Kingdom of S.A. –  
July 07, 2006 & July 14, 2006.
- **Concrete Fundamentals & Basic Trouble Shooting of Concrete**  
Freyssinet Conference Room, Pulilan Bulacan – December 07, 2001
- **Orientation Seminar on Modular Coordination**  
Quezon City – November 29, 1997

### **ORGANIZATIONS / AWARDS:**

- **Safety Officer 2** – DOLE OSHC
- **Saudi Council of Engineers** – Engineer Member
- **Philippine Society of Safety Engineers Middle East Chapter**  
Regular Member
- **Certificate of Appreciation**  
Hawiyah Snamprogetti Saudi Arabia NGL Recovery Project

## **EDUCATIONAL BACKGROUND:**

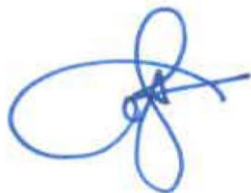
- Tertiary:** Central Colleges of the Philippines  
**BACHELOR OF SCIENCE IN CIVIL ENGINEERING**  
Quezon City – June 1994 - October 2000
- Secondary:** Francisco P. Felix Memorial National High School  
Cainta, Rizal – June 1990 – March 1994
- Primary:** Sta. Ana Elementary School  
Taytay, Rizal – June 1984 – March 1990
- Others:** **AutoCad R 2002 w/ Color Rendering (April to May 2002)**  
**Micro CADD Technologies, MAKATI BRANCH**

## **Character References:**

- **Engr. Bhaskara Reddy**  
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- **Engr. Jerome Dimatulac Fortaleza**  
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- **Engr. Danilo Ting**  
Project Engineer – ISAM Kabbani and Partners Company  
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## **PERSONAL DATA**

**Date of Birth** : NOVEMBER 28, 1977  
**Place of Birth:** TAYTAY, RIZAL PHILIPPINES  
**Age** : 43 y/o  
**Height** : 5'2"  
**Gender** : **MALE**  
**Citizenship** : **FILIPINO**  
**Civil Status** : **Married**  
**Religion** : **ROMAN CATHOLIC**  
**Passport No** : **P5550912A**



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Archie C. Tepace