

PIERRE CHRISTIAN VELASCO NALUZ



House No: Bldg. D Street No. Blk.2 Lot.35
Street Name : Proverb City / Town: Tunasan, Muntinlupa City
Province / State: Country: Philippines
Postal/ZipCode : 1773 Mob: +966 58331987598
Mobile No: 09275879371 Telephone No: **SAME**
Email Address: pierrechristian12@gmail.com
Skype ID: **N/A**
Contact Person In case of Emergency: Lorena Antonio Naluz
Contact number In case of Emergency: Reynaldo Naluz

PERSONAL INFORMATION

Age: 38 Yrs
Birthday: May 01 1982
Birth Place: San Pedro, Laguna
Height: 5'9 Ft
Weight: 65 Kgs
Marital Status: Married
Nationality: Filipino
Language: Tagalog, English, Arabic & Japanesse
Mother's Name: Marites Velasco
Father's Name: Reynaldo Naluz
Provincial Address: **N/A**

HIGHLIGHTS

- Knowledgeable in AutoCAD
- Knowledgeable in Peachtree for Procurement & Accounting
- Knowledgeable in ORACLE
- Has a keen knowledge about PRM & Project Management System
- Has a Good Personalities and Positive Approach for any given Task

WORK EXPERIENCE



Company Name: **Hussien Mansour Al Herz General Contracting Co.**
Address: P.O Box. 32651 Anak, Umm Al Hammam 6994 Qateef,
Kingdom of Saudi Arabia
Position: **Procurement Manager & Operation Manager**
Duration (MONTH,DATE & YEAR): **September 21, 2019 to Present**
Working hour per week: **Ten (10) Hours / Day**
Duties & Responsibilities:

1. Ensure all operations are carried on in an appropriate, cost-effective way
2. Improve operational management systems, processes and best practices
3. Purchase materials, plan inventory and oversee warehouse efficiency
4. Help the organization's processes remain legally compliant
5. Formulate strategic and operational objectives
6. Examine financial data and use them to improve profitability
7. Manage budgets and forecasts
8. Perform quality controls and monitor production KPIs
9. Recruit, train and supervise staff
10. Find ways to increase quality of customer service

Tools/Materials/Equipment/Machine used:

- - PRM System
- - Oracle
- - Peachthree and Autocad
- - Laptop & Computer
- - Microsoft Office Tools



Company Name: **Hanoof At Aircon. Est.**
Address: P.O Box. 3571, Saihat Dammam, KSA
Position: **Project Base Procurement & Site Supervision**
Duration (MONTH,DATE & YEAR): **September 23, 2013 to March 01, 2018**
Working hour per week: **Ten (10) Hours / Day**
Duties & Responsibilities:

Site Supervisor:

Core Qualifications

1. Excellent written communication skills
2. Extensive knowledge of site safety practices and regulations
3. Good interpersonal and oral communication skills
4. Strong monitoring of personnel to ensure project deadlines meet
5. Effective implementation of cost controls and project budget adherence
6. Ability to read blueprints and plans and to monitor adherence

Job Description:

1. Oversee day to day operations of the Site
2. Provide for site safety and security
3. Devise and implement site policies and procedures
4. Keep accurate records of employee attendance and timesheets
5. Supervise and evaluate staff; complete employee review
6. Provide positive direction to motivate quality performance
7. Set project goals and oversee projects to completion
8. Discipline personnel when necessary and appropriate
9. Schedule and track assignments
10. Handle sensitive information with confidentiality

Supervised & Completed Projects:

A. Ravago Factory Project

Location: Jubail 1st Industrial Area, Jubail Kingdom of Saudi Arabia
Job Info: Design, Fabrications and Installation of **HVAC** System
Contractor: Al Sharq al Baeed General Contractor

B. Tara Factory Project

Location: 1st Industrial Area, Dammam Kingdom of Saudi Arabia
Job Info: Design, Fabrications and Installation of **HVAC** System
Contractor: Al Sharq al Baeed General Contractor

C. Riyadh Metro Train Station

Location: Gate 15, Riyadh Kingdom of Saudi Arabia
Job Info: Design, Fabrications and Installation of **DUCT Aluminum Cladding** System
Contractor: FAST / FCC General Contractor

Purchaser:

Core Qualifications and Job Description

1. Study and Analyzed the issued contract for any discrepancies in the amount value and any hindrance in the future.
2. Negotiate and Recommend execution of contracts for the purchase of supplies and equipment's
3. Keep informed of current developments in the field of purchasing, prices, market conditions and new products.
4. Prepare and Recommend to the Manager for final approval, rules and procedures governing the purchase of supplies, services and equipment's for the projects and revision amendments to such rules and procedures.
5. Prescribe and maintain such forms as are reasonably necessary to conform to the requirements and other rules and regulations.
6. Supervise and inspect all materials such as; supplies, services, and equipment purchased to insure conformance with specifications.
7. Coordinate with the people in charge in the site in which materials or equipment they will need in every project.
8. Study, Prepare and track list the payment for each issued Purchase Order for each project on going.

Tools/Materials/Equipment/Machine used:

- - PRM System
- - Oracle
- - Peachthree and Autocad
- - Laptop & Computer
- - Microsoft Office Tools



Company Name:

Address:

Position:

Duration (MONTH,DATE & YEAR):

Working hour per week:

Duties & Responsibilities:

Project Build Co.Ltd

12th Floor al Saeed Tower, Rakkah Al Khobar
Kingdom of Saudi Arabia

Senior Purchaser for Project Base

October 27, 2007 to February 8, 2013

Ten (10) Hours / Day

1. Preparation of all issue technical documents needed for creating a Purchaser order.
2. Study and analyzed the materials needed in the site and follow up the availability of some materials in the warehouse.
3. Coordinate with the Site Engineer regarding the materials needed
4. Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of payment.
5. Negotiate and recommend execution of contracts for the purchase of supplies, services and equipment.
6. Prescribe and maintain such forms as are reasonably necessary to conform to the requirements of this chapter and other rules and regulations
7. Prepare the following purchase order for the manager's final approval.

Tools/Materials/Equipment/Machine used:

- - PRM System
- - Oracle
- - Peachthree and Autocad
- - Laptop & Computer
- - Microsoft Office Tools

Employment Gaps: *(if have)*

Duration: March 01, 2018 to September 20, 2019

Reason: Taking a Break for a long time Working Abroad & Spend a time with Family

EDUCATIONAL BACKGROUND

Elementary:

School Name: **Muntinlupa Elementary School**
 Address: National Hi way Road Poblacion Muntinlupa City Phil.
 Duration (Month & Year): June 3rd 1989 to March 8th 1995

High School:

School Name: **Immaculate Concepcion the Foronda Highschool (ICTFHS)**
 Address: Jasmin St. Lodora Village Tunasan Muntinlupa City Phil.
 Duration (Month & Year): June 9th 1995 to March 26th 1999

College:

School Name: **Lycuem of the Philippines**
Course Taken: **Bs Computer Engineering**
Address: **Intramuros Manila Philippines**
Duration (Month & Year): **June 4th, 2001 to March 28th, 2005**

Vocational:

School Name: **AMCLC**
Course Taken: **Associate Computer Programming**
Location: **Alabang, Philippines**
Duration (Month & Year): **June 2000 - March 2001**

TRAININGS AND SEMINARS ATTENDED

School Name: **TUV NORD SAUDI ARABIA**
Course/Training Taken: **Internal Quality Auditing**
Location: **Al Khobar, Kingdom of Saudi Arabia**
Duration (Month & Year): **May 15 2009 to May 16 2010**

LICENSE *(if have)*

Type of License:
License Number:
Expiry Date:

CHARACTER REFERENCE

Name:	Engr. Marlon David
Company:	Othman Saleeh al Ghamdi - OSG
Work Position:	QA/QC Manager
Mobile/Telephone Number:	+966 542910754
E-mail Address:	mdavid@osg.com.sa
Relationship:	Colleague

I hereby certify that the above information is true and correct to the best of my knowledge and belief.


Pierre Christian Velasco Naluz
FULL NAME and SIGNATURE APPLICANT