



ANALYN CERVANTES

PROFILE

Registered Electrical Engineer with 15-years of experience in Construction Industry and have been engaged in projects like Dubai International Airport Terminal 3, Dubai Metro Rail Project and Khalifa Port and Industrial Zone-Abu Dhabi, Midfield Terminal Building (Abu Dhabi Airport Expansion) and Abu Dhabi International Project Runway Rehabilitation.

SKILLS

Quality Management
Construction Management
Project Closeout / Coordinator
Design Review
Site Inspection
Tendering
Technical Assistant/Coordinator

CONTACT

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PERSONAL INFORMATION

Date of Birth: 19 July 1984
Civil Status : Married
Citizenship : Filipino
Visa Status : Spouse Visa
Address : Dubai, UAE
Work Availability: Immediate

QUALIFICATION & EDUCATION

Registered Electrical Engineer, license no.036435 Professional Regulation Commission – Manila Philippines

Quality Management System ISO9001:2008 (Lead Auditor) (A17498)
IRCA Certified

Integrated Management System ISO 9001:2015; ISO 14001:2015; ISO 45001:2018

BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING
Nueva Ecija University of Science & Technology
2000 - 2005

WORK EXPERIENCE

ADB Safegate – QA/QC Engineer (Acting Quality Manager)

Abu Dhabi International Airport Runway Rehabilitation
28 Dec. 2015 – 30 September 2020

- Manage turnover and Project Closeout Procedures during Construction of Runway as well as the implementation of project specific QA/QC manual, Created inspection and test plans in collaboration with Construction Engineering and Client Representative.
- Supervise quality professionals working to identify and resolve quality deficiencies. Directed quality control inspectors in performance of inspection, test plans and corrective action.
- Conducted a root cause analysis, identifying lessons learned for improvement of future project commissioning activities.
- Action and close customer complaints. Monitor the progress and effectiveness of the project quality management system. Recommend and implement improvements when required.
- Conducts inspection on all materials that arrive on site and prepare Material Inspection Request for Consultant's Review as well as Material Audit in presence of client's representative. Maintain logs for all the incoming materials on site (Project Material Tracking)
- Review conceptual design drawings, shop drawings and as-built prior submission to Consultant.
- Conducts pit & manhole inspection in the pre-cast yard ensuring that everything will be done as per standard and specification.

Liaise with 3rd party testing laboratory and suppliers for all the necessary testing required on site.

- Preparation of Inspection Request for Site Works with regards to Civil & AGL System.
- Monitor the disposition of all issued non-conformance reports and site observation reports.

Bond Communications – Senior QA/QC Engineer

Midfield Terminal Building Abu Dhabi International Airport

3 Oct 2013 – 30 June 2015

- Prepare company's quality manual, ITP's, Method Statements & Checklists and control and supervise all amendments and revisions as well as the distribution of all quality documentation.
- Issue / monitor and resolve all NCR and Site Observation related to the Quality issues on site. Generate reports for Project Management Review, Monthly and Weekly Report for upper management meeting.
- Monitor / overlook the works and performance of Quality Inspectors on site ensuring that the works were done as per standard practice and specification.
- Conduct Site Inspection with main Contractor and Consultant as necessary as well as coordinating all quality related correspondence with the customer's representatives.
- Assist the Quality Manager in conducting internal audit among the department. Assumes the responsibility of Quality Manager during his absence

Page Europa – Assistant Construction Manager

KIZAD – Port Khalifa

18 Aug 2011 – November 2012

- Assist and acts as a Deputy of the Construction Manager in administering the construction contract through the design and construction phases of the project. SOW focuses on ELV and Special Ports Systems. Aids in identifying possible problems that might arise on site and how to mitigate them to avoid delays. Recommends mobilization of additional staffs as required in the project. Generate project reports, arrange plan of works as per the Project Milestone. Study design drawing and method statements related with each task.
- Attends coordination meeting, construction meetings and joint surveys with Clients, Sub-contractors and other relevant parties.
- Responsible for ensuring correct application of Contract for what concerns the Engineering aspects on ELV (ACS,PAS,FAS,CCTV,TN etc.) and Special Ports System (such as Radar, MIDS, NavAid, POS, PLC etc.)
- Assist the Construction Manager in Responsible in outsourcing, management and dispatch of sub-contractors / labors required for each work. Manage, control and delegate tasks to a group of Field Engineer and Technicians on site whilst securing the projects deliverables are met.
- Ensures that the availability of materials at the warehouse is in parallel with the required items on site. Filter and analyze the necessity of all MR prior releasing them at the warehouse.
- Preparation of RFI Packages for all the works done on site. Overseeing damage reports, QAN and NCR, providing suitable solution to each problem.
- Review Invoices submitted by the Sub-contractors ensuring that all the works stated are completed prior to signing of the Construction manager.
- Assumes the responsibility for construction means and methods, as well as the contractor's jobsite safety programs and safety plans. Support HSE on their programs and plans on site.

Thales International – Field Engineer (Dubai Metro Rail Project)

14 Mar 2009 – 15 Aug 2011

- Responsible for proper management of the assigned activities on site ensuring the predefined results on time and within budget and with expected level of Quality. Study the Technical Specifications, Scope of Works and Method of statements, drawings and implement the site works that are relevant for the following systems: PAS, CCTV, IAS, TN, PIDS and TDS.
- Leads a group of Technicians in conducting the work on site. Tasks include cable laying and device installations, Cabinet installations and power cable terminations and the like.
- Responsible in ensuring correct application of Contract for what concerns the Engineering aspects on COM/OCS System and provide Red Line drawings. Prepares report for CM with regards to confirmation of technical scope, technical issues (with proposed suitable solutions) and defines risk assumptions
- Coordinates with the Lead Engineers, SM and Designers the issues parallel to the scope to ensure the proper execution of work on site. Took part in coordination meetings on site (with sub-contractor, general contractor, clients and employer) for interface issues and progress status.
- Prepare Procedure of Works and Project Management Plan for DLP. Responsible for correct and efficient management of all project documentation (General Documents, Project Procedures, Reports and database).
- Coordinate with the Customer for the collection of defective devices & conducts inspections on the materials prior to acceptance. Works with shipping agent to ensure timely delivery of repaired materials at delivery points (Dubai, France, Italy, Portugal).

HMRT – Quality Control Engineer (Dubai International Airport Terminal 3)

27 Oct 2007 – 31 Jan 2009

- Generate monitoring report of Electrical / SAS /ELV system. Review/Monitor/Update approvals/acceptance of QC inspections. Assures that proper flow of documentation takes place at every task
- Conducts site inspections for materials and installation works involving Electrical/ELV/SAS system to ensure acceptance/approval of works as per specifications and quality procedures.
- Attends Coordination meetings with other sub-contractors and provides solutions on the issues that might arise on site.
- Reviewing of as-built & shop drawings to ensure that they matched with actual site condition.

Shinryo Philippines Co. Inc – Quantity Estimator / Site Engineer

18 Nov 2006 – 31 Aug 2007

Quantity Estimator

- Manage and facilitate the preparation and submission of Electrical and ELV system Bill of Documents for Client in the absence of the Electrical Manager.
- Estimation and tendering for labor & materials for Electrical and ELV Systems (such as Fire Alarm, CCTV, Public Address and Structured Cabling) as required in project bids. Review BOQ, technical specifications and drawings for tendering. Defines the Commercial Specifications (contractual) and Technical Specifications (solution) for the different activities.
- Manage the preparation of documents and forms needed in bidding electrical projects such as Material Submittal and the like.
- Bid Transacts & negotiates with suppliers and sub-contractors as required. Conducts site visits on prospect projects and project biddings (Site Survey).

Site Engineer

- Responsible for the satisfactory completion of engineering activities with particular reference to quality, timescale, resources and Customer satisfaction. Managed the assigned activities ensuring the predefined results on time and within budget and with expected level of Quality
- Confirm technical scope, identifies technical issues (proposing suitable solutions), defines risk assumptions, review project specifications and drawings to ensure that the quality objectives are met.
- Organize daily manpower, materials, and supervise group of Engineers and technicians in construction /installation of Electrical/SCN/FAS wiring & devices to ensure that the installations comply with specified requirement.
- Correctly applies Quality procedures and HSE procedures and instructions. Ensures correct application of Quality procedures and HSE procedures and instructions of his team
- Documenting all inspections and test results as required as well as built drawings.

Colliers International – Technical Assistant/Coordinator (Property Management)

26 Jan 2006 – 16 Nov 2006

- Manage the project to achieve the targets, Customer satisfaction and profitability. Assess the technical queries and request from retailers of Chevron Texaco so as to manage the schedule of Engineers and staffs. Coordinate directly with the Sub-contractor for the works related to their contract scope
- Generates reports, drafts official letter and correspondence related to specific activities and responsibilities, prepares purchase requisitions and stocks monitoring
- Coordinates with Chevron-Texaco personnel for Work permits, inspections and joint visits.
- Report directly to the facility manager and acts as deputy in charge of operation on his absence.

SEMINARS & TRAINING

NATIONAL TRANSMISSION CORPORATION NORTH LUZON OPERATION AND MAINTENANCE DISTRICT III – (Main electric power distributor in Philippines) - October 28 – December 11, 2003

Undergone training in aiding the Sub-station Engineer in monitoring of the incoming & outgoing voltages/power in the sub-station. Taught on basic knowledge in the operations and maintenance of substation power equipment as well as preparation of various reports particularly for SCADA.

SEMINARS ATTENDED

- **AERODROME SAFEGUARDING AND OBSTACLE LIMITATION SURFACES** – GCAS ABUDHABI (October 2018)
- **AERODROME PHYSICAL CHARACTERISTICS** – GCAS ABU DHABI (October 2018)
- **AIRFIELD GROUND LIGHTING & INSTALLATION & QUALITY AWARENESS** – ADB SAFEGATE (March 2017)
- **PROJECT MANAGEMENT PROFESSIONAL**-Cambridge Educational Institute (Dubai)
- **LOSS PREVENTION OBSERVATION**-Conducted by Chevron Texaco Philippines
- **SUPERVISORY WORKS ON ELECTRICAL CONSTRUCTION**
- **MOTOR TEST AND CONTROL**
- **CURRENT EVENTS, POWER INDUSTRY AND PPA**