

Engr. Charlene Jhanne Cabigon



Contact

Address:

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Languages

English
Tagalog

Education

Bachelor of Science:
Mechanical Engineering, 2016
Central Mindanao University,
Philippines

Certifications

PRC - Licensed Mechanical Engineer, September 2016

Reference

Furnish upon request

Summary

A task-focused licensed mechanical engineer that has an inherent need to serve, and the potential to lead and influence others to achieve greater heights. Very adaptable to different situations and works well under pressure. Exposed to engineering, sales and purchasing department of an MEP company.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

Experiences

Office Engineer – March 2020 to Present

Target Electrical and Sanitary Works LLC, Dubai, UAE

- Directly reporting to the CEO.
- Cooperate with engineers regarding the materials requested.
- Develop project budget, schedule and maintain optimal workflow.
- Prepares local purchase order on Tally Gold Prime.
- Coordinate and negotiate with suppliers.
- Carry out correspondences and filing.
- Prepares billing and tender quotations.
- Document control.

Sales cum Project Engineer – November 2019 to February 2020

EMergy LLC, Dubai, UAE

- Qualify and close new sales opportunities by creating competitive and highly quality proposals
- Preparing and documenting calculations complete with support references to codes and standards, scan and locate in the project folder under the correct project number for future access by any member of staff.
- Preparing submittals

MEP QA/QC Engineer - February 2017 – June 2019

SPCastro, Inc., Manila, Philippines

- Prepare project schedules, monitor and coordinate to client and contractors on the concerns of the project.
- Perform all quality control (site management and execution, budget, personnel, plans) and report regularly on project status
- Prepares project update report.
- Performs site inspections.
- Document control.