

ROMELITO PIEDAD TRINIDAD

Dubai, United Arab Emirates
Mobile Number: 00971-50-9405168
Email Address: ogie_trinidad@yahoo.com
With UAE driver's license



CAREER OBJECTIVE

To apply the extensive knowledge that I earned during the tenure of my career to open more opportunities to the company and for myself.

To enhance my skills by acquiring new approaches, facts and strategies which will increase the level of my productivity and role effectivity for career growth.

Work together with the company in achieving its mission and vision.

OVERVIEW

- 16 years of extensive experience on quality control, contracts administration, customer service & project supervision
- Knowledgeable in SAP applications
- Confident to supervise and lead subordinates for achievement of goals and objectives
- Well knowledgeable in Microsoft Office applications
- A result-oriented person, with a good working attitude, fast learner, able to handle multiple assignments under high pressure and can work under less supervision
- Team performer that can work and coordinate effectively with different departments, willing to learn, flexible and is open for new ideas and tactics
- Excellent in English language both spoken and written

PROFESSIONAL EXPERIENCE

Contracts Administrator and Customer Service **December 8, 2013 to March 21, 2021 (7 years, 4 months)**

Kingspan Insulated Panels Manufacturing LLC, Dubai, United Arab Emirates

The company is engaged in the fabrication of aluminum & steel claddings for buildings, including provision of associated fittings, standing seam roofing system and manufacturing of composite panels using B2 & B3 polyurethane chemicals.

- Responsible in the coordination and execution of projects, once handed over by the Sales Department, ensuring quality & timely delivery of materials.
- Ensure the project is executed without any financial losses to the company by working within the estimated budget proposed by the Sales Team.
- Coordinate with clients for material approvals, structural drawings including all relevant drawings and delivery program of the project.
- Ensure that the ordered materials and accessories for the project are as per the approval.
- Ensure that the required samples and technical submittals are forwarded to the client.
- Closely coordinate with different departments (Technical, Design, Purchasing, Production, Quality, Logistics) to complete the supply of all materials in the given delivery program.
- In-charge of raising Commercial Invoices as per the actual materials delivered to clients and ensure that the company receive the payments as per the agreed terms in the contract.

Quality Engineer

August 4, 2007 to December 7, 2013 (6 years, 4 months)

Kingspan Insulated Panels Manufacturing LLC, Dubai, United Arab Emirates (formerly Rigidal Industries LLC)

- Checked daily the products produced to ensure the desired quality, specifications and requirements of the clients were achieved through proper documentation and maintenance of quality records.
- Supervised the working procedures to improve the general quality of products leaving our facility and the overall quality awareness within the company.
- Reviewed all information in the cladding drawings and conveyed to the Production Team if any discrepancies were found.
- Resolved quality issues to provide quality service to clients.
- Conducted training to operators on proper working procedures and usage of measuring instruments to maintain good product quality.
- Reported client complaints and closely coordinated with concern departments for the definition of corrective and preventive actions.
- Submitted reports to clients on product quality performance in a timely manner.
- Supervised different site projects to ensure smooth production activities and maintain the overall quality of the produced standing-seam.

Projects Outside the United Arab Emirates between August 4, 2007 to December 7, 2013 handled as Site Production Supervisor and Quality Engineer

Oman

- Qurum City Centre, Seeb International Airport, Muscat International Airport

India

- Mega Sports Complex, Amritsar International Airport

Kuwait

- College of Business Studies-Female Campus, Sports Hall

Qatar

- New Doha International Airport, Sidra Medical Center, Al Wajba Palace, Barwa City Recreational Buildings

Egypt

- Cairo Festival City

Saudi Arabia

- Al Bustan II Residences Recreational Center

Project Engineer

February 2007 to July 2007 (5 months)

3RS Technical Services LLC, Al Qusais, Dubai, United Arab Emirates

The company commissions fire alarm systems and CCTV.

- Test, troubleshoot and commission Fire Alarm System model GENT 3400 and GENT 8000.
- Installed fire alarm devices such as break glass (manual call point), smoke and heat detectors.
- Led a team of Technician in executing the plan for the completion of the project.

Quality Assurance and Quality Control Senior Engineer
September 2004 to November 2006 (2 years, 2 months)

Itabashi Seiki Philippines, Inc., Cavite Export Processing Zone, Rosario, Cavite, Philippines

The company is engaged in manufacturing of Printed Wire Boards.

- Established, implemented and improved the quality of production system based on ISO9001:2001 requirements.
- Conducted audits of products and process conditions according to quality control flow chart and standard operating procedures or work instructions.
- Reported customer audit findings and closely coordinated with concern departments for the definition of corrective and preventive actions.
- Resolved customer claims on-time with full satisfaction.
- Reported company performance on a monthly basis during Quality Review meetings.
- Interfaced with QC, Production, Engineering and other sections regarding quality improvement activities.
- Responsible for the calibration of measuring equipment.
- Assisted Sales, Environmental Management Representative and Quality Management Representative during customer's audits.
- Prepared work instructions and procedures if necessary.
- Assumed responsibilities of Quality Assurance supervisor on his absence.

EDUCATION

Bachelor of Science in Electronics and Communications Engineering

Polytechnic University of the Philippines, Maragondon, Cavite, Philippines

June 1996 to April 2001

SEMINARS ATTENDED to acquire and enhance skills

- Seminar on ISO 9001:2000 Internal Auditing Course
- ISO/TS16949 Awareness Seminar
- Seminar on Failure Mode and Effect Analysis
- Seminar on Industrial Calibration
- Leadership Training Seminar

CHARACTER REFERENCES

Available upon request