

**To: Human Resource Department**

Dear Sir / Madam,

Possessing a professional history, I opted to contact about the job currently offered within your facility. I am interested in expanding my professional horizon by seeking new challenges. Professionally, I am very eager to learn new things and to explore other opportunities outside my comfort zone.

I believe that one of my greatest strengths is sustaining a highly productive and efficient workplace and establishing a good rapport with both clients and co-workers.

As a team member of your organization, I can provide:

- Efficiency, reliability and accuracy; adeptly manage and coordinates daily activities and office workflow, ensuring timely completion of assignments.
- Maturity, honest and ability to look challenges as opportunities; effectively make sound judgment and decision.
- Relevant computer skills (AutoCadd, Microsoft Word, Excel, Primavera P6, Powerpoint, Office Visio, Enterprise Resource Program (ERP), Internet Research and Wrench System etc.)
- Outstanding communication abilities; interact successfully with diverse populations.

Thank you for your consideration. I can be reached at **+97155 902 2685** or you can e-mail me at [shaunallaine@gmail.com](mailto:shaunallaine@gmail.com). I look forward to speaking with you soon.

Sincerely,

**Imelda L. Grafilo**



## KEY QUALIFICATIONS

- My experience and education equipped me to respond to both new and familiar tasks with drive and intelligence.
- Seeking professional challenge and opportunity to grow.

## PROFILE

- Quality oriented, adoptable and goal oriented.
- Efficiency, reliability and accuracy; adeptly manage and coordinates daily activities and office workflow, ensuring timely completion of assignments.
- Maturity, honest and ability to look challenges as opportunities; effectively make sound judgment and decision.
- Relevant computer skills (AutoCadd, Google Sketchup, Primavera P6, Microsoft Word, Excel, Powerpoint, Office Visio, Enterprise Resource Program (ERP), Internet Research and Wrench System etc.)
- Outstanding communication abilities; interact successfully with diverse populations.

## SUMMARY OF PROFESSIONAL EXPERIENCE

Total Years of Experience : **13 years and 8 months**

I am a registered Civil Engineer and got my degree from Technological University of the Philippines in March 2006. I previously worked with BIC Contracting (formerly HLG) for almost 12 years and 4 months. I was hired as Jr. Material Engineer and got promoted to Planning Engineer. I also work with AMA Group of Companies in the Philippines for a year as a Planning Engineer and with Petron Corps. for 3 months as a Cad Operator. Working with this great companies I have consistently performed all the tasks given to me effectively, and am valued for my hard work, reliability and ability to come up with solutions to problems. I believe that one of my greatest strengths is sustaining a highly productive and efficient workplace and establishing a good rapport with both clients and co-workers.

## EMPLOYMENT SUMMARY

<b>Planning Engineer</b> BIC Contracting LLC (formerly HLG Contracting LLC) P.O. Box: 10869, Dubai, U.A.E	August 2013 – September 2020
<b>Jr. Material Engineer</b> (but working under Planning Department as Jr. Planning Engineer) Habtoor Leighton Group (HLG) Site 622 – Jewel of the Creek (Project) P.O. Box: 10869, Dubai, U.A.E	October 2011 – August 2013
<b>Jr. Material Engineer / Project Office Engineer</b> Habtoor Leighton Group (HLG) Site 611 – JAFZA Convention Centre, Food Court, Office Complex and Hotel (Project) P.O. Box: 10869, Dubai, U.A.E	April 2008 – October 2011
<b>Planning Engineer</b> AMA Group of Companies #59 Panay Ave., Quezon City	May 2007 – March 2008
<b>Auto Cadd Operator (as 3rd Party)</b> 3rd Party Company at Petron Corps.-SSECM Department Pandacan, Manila	January-March 2007

**EMPLOYMENT DETAILS****Planning Engineer****BIC Contracting LLC (formerly HLG Contracting LLC)**

Head Office (under Project Controls Department)

P.O. Box: 10869, Dubai, U.A.E

January 2019 – September 2020

## Duties and Responsibilities:

- To assist the Head of Project Controls to formulate and implement Project Controls systems, policies and procedures, and any other related subject throughout the group with the objective of maintaining consistency and latest tools and technologies, enhancing the quality systems in the group for the Project Controls function and improving the efficiency of all construction projects.
- To assist in establishing, developing and maintaining Project Controls policies, procedures and guidelines in order to ensure a consistent approach in the implementation of project Project Controls throughout the company.
  - Formulate and maintain Project Controls policies, procedures and guidelines.
  - Ensure effective distribution and, where necessary, training to familiarize Project Control Engineers and Planners with Project Controls procedures.
- Review and analyze each Project's Contract specifically all the clauses pertaining to EOT, Claims, Disputes and Arbitration.
- To track and update information required in updating the monthly management dashboard reports in order to monitor and report the progress and current status & issues/concerns of the projects and ensure compliance as per the contract.
- To develop the Management Dashboard for a Project To maintain and update in the CRMS folders for easy access of all the information when and as required by the Management
  - Obtain data for reports.
  - Prepare/update monthly management dashboard reports
  - Prepare regular summary analysis of project status for the management
  - Gather and analyze data to record project duration and delays Investigate and analyse the project key issues affecting the project delivery.
  - Investigate and analyze the project key issues affecting the project delivery
- To ensure that each Planning Engineer participates in updating the Contract Schedule and progress monitoring portion of the monthly report as delegated by the superior in order to incorporate it in the monthly progress report submitted to the client and the management.
  - Ensure that Project Schedule Updates are done regularly
  - Ensure that Progress monitoring and Reporting are done properly in accordance with the Contract and Procedure
- To ensure that the Planning/Project Controls Team collate and track documentation relevant to the preparation of extension of time schedule in order to substantiate in the preparation of claims in coordination with Commercial Department and the Project team.
- To ensure that the Projects are submitting the EOTs as per the Contract Condition by coordinating with the Planning/Project Controls Team in a regular basis
- To assist the Planning/Project Controls Team in preparing the EOTs (as much as possible)
  - To advise/remind the Head of Project Controls when EOT is required in a project.
  - To develop an action plan in submitting an EOT and distribute it to the relevant project team/personnel
  - To coordinate/follow-up with the Planning/Project Controls Team on the status of the EOT submission.
- To ensure that all incoming and outgoing contractual correspondences are recorded and responded accordingly.
- Prepare/draft letters in coordination with the Planning/Construction Manager/Department Heads and in accordance with the contract.
- To ensure that the Planning/Project Controls Team highlight actual progress deviations from scheduled progress and the Baseline/Approved Contract Schedule in order to analyze the impact to the over-all completion and advise on mitigating the delays.
  - To coordinate/follow-up with the Planning/Project Controls Team about the delay and the impact to the project completion
- To assist Head of Project Controls in maintaining pertinent Project Controls information in order to make it available for sharing across the various business units of the group as and when required
- To assist the Head of Project Controls in preparing special reports for higher management when required.
  - Provide information to other departments as and when required

**Planning Engineer****BIC Contracting LLC (formerly HLG Contracting LLC)**

Site 638 – Fakeeh University Hospital (formerly Fakeeh Academic Medical Center) - Project

P.O. Box: 10869, Dubai, U.A.E

December 2015 - December 2018

**Planning Engineer****Habtoor Leighton Group (HLG)**

Site 626 – Al Habtoor City (Project)

P.O. Box: 10869, Dubai, U.A.E

August 2013 – December 2015

## Duties and Responsibilities:

- Analyzing/reviewing program/schedule submitted by Subcontractors.
- Assist the Planning Manager in preparing claims including delay analysis.
- Weekly site visits for progress monitoring.
- Tracks site accomplishment and update all activities from excavation, reinforcement steel, formworks, waterproofing, concrete casting and finishing works in all areas.
- Monitors all Site activities and coordinates with the Construction Managers and Engineers regarding its current status and completion date.
- Coordinate with all the concerned department heads to get their inputs.
- Prepares site progress updates.
- Update the programme on weekly basis.

- Mitigate delays if necessary.
- Prepares Weekly and Monthly Reports including Look Ahead Report.
- Prepares Graphical progress report (based on actual site condition) using Autocad and Google Sketchup.
- Prepares & issue graphical look ahead & action plans to the Construction team based on the programme and coordination meetings.
- Prepare weekly and monthly progress photographs.
- Prepare graphical presentations for different programs and scenarios needed by Planning Manager using Powerpoint, Autocad and Google Sketchup.
- Preparing & writing (draft letters) outgoing correspondences in coordination with the Planning/Construction Manager/Department Heads.
- Promotes and safeguard at all times the business interests of company as a whole.

**Jr. Material Engineer** (but working under Planning Department as Jr. Planning Engineer)**Habtoor Leighton Group (HLG)**

Site 622 – Jewel of the Creek (Project)

P.O. Box: 10869, Dubai, U.A.E

October 2011 – August 2013

## Duties and Responsibilities:

- Prepare daily site record report.
- Weekly site visits for progress monitoring.
- Prepares site progress updates including engineering/shop drawing progress.
- Prepares weekly and monthly graphical progress report(based on actual site condition) using Autocad and Google Sketchup.
- Tracks site accomplishment and update all activities from excavation of piles, reinforcement steel, formworks, waterproofing and concrete casting in all areas.
- Prepares graphical look ahead based on the programme submitted by the Planning Manager.
- Encodes daily allocation of manpower and quantities from weekly progress report with accuracy.
- Prepares productivity report.
- Assisting the Planning Manager in preparing weekly/monthly dashboard report.
- Assisting the Planning Manager in coordinating with department heads for monthly report input updates.
- Assisting the Planning Manager in preparing the external monthly progress report.
- Prepare weekly/monthly wastage report.
- Prepare monthly manpower and machinery/equipment report.
- Record material (concrete & steel) quantities delivered on site.
- Prepare weekly and monthly progress photographs.
- Prepare graphical presentations for different programs and scenarios needed by Planning Manager using Autocad and Google Sketchup.
- Promotes and safeguard at all times the business interests of company as a whole.

**Jr. Material Engineer / Project Office Engineer****Habtoor Leighton Group (HLG)**

Site 611 – JAFZA Convention Centre, Food Court, Office Complex and Hotel (Project)

P.O. Box: 10869, Dubai, U.A.E

April 2008 – October 2011

## Duties and Responsibilities:

- Responsible for the reporting and coordination of all activities progress tracking related to both Materials and Subcontractors, reporting to the Project Controls Manager.
- Prepares all external and internal Progress Reports (Weekly/Monthly).
- Tracks the material request/orders and related LPOs on ERP System and prepares daily follow-up reports (pending / delivered / material on site).
- Coordinates/Follow-up with store, purchaser and suppliers for any material issues on procurement and submittal.
- Checks/Confirms IT Invoices for IT services rendered on our site (including IT inventory)
- Prepares the concrete casting Schedule (Monthly Look-ahead Program).
- Prepares the Scaffoldings report in coordination with the Sr. Logistic Coordinator.
- Prepares the Concrete Quantities report in coordination with the Production Dept.
- Monitors and tracks Steel material orders in coordination with Steel Workshop.
- Assist the Planning Engineer in updating progress report using Primavera P6.
- Prepares and updates the tracking schedule for Subcontracts Procurement and Materials.
- Assists the Subcontracts Manager as and when required.
- Promotes and safeguard at all times the business interests of HEE as a whole.

**Planning Engineer****AMA Group of Companies**

#59 Panay Ave., Quezon City

May 2007 – March 2008

## Duties and Responsibilities:

- Assist in pre-qualification of contractors.
- Assist during bid opening, bid evaluation and award.
- Organize a pre-construction meeting with all parties concerned.
- Conduct weekly and monthly coordination meetings at the project site.
- Submit monthly reports on project highlights
- Assists in the processing of requests for variation orders and any changes in contract provisions
- Check the certificates, guarantees, as-built drawings and records submitted by the contractors and suppliers

- Assists in the preparation of a Certificate of Acceptance
- Conduct building site measurement prior to plans preparation.
- Conducts periodic site inspection to ensure compliance to specifications.

## Auto Cadd Operator (as 3rd Party)

### 3rd Party Company at Petron Corps.-SSECM Department

Pandacan, Manila

January-March 2007

#### Duties and Responsibilities

- Plotting Topographic Surveys
- Architectural, Structural, Mechanical & Sanitary Drawings

## PERSONAL INFORMATIONS

*Date of Birth:* February 12, 1983  
*Father's name:* Ildefonso D. Grafilo Jr.  
*Mother's name:* Melinda L. Grafilo  
*Civil Status:* Single  
*Age:* 37

*Weight:* 48 kg.  
*Height:* 5' 2"  
*Religion:* Christian  
*Citizenship:* Filipino

## EDUCATIONAL BACKGROUND

March 2006 **Bachelor of Science in Civil Engineering**  
Technological University of the Philippines  
Ayala Blvd., Ermita, Manila

March 2000 **Highschool**  
Guagua National Colleges  
Sta.Filomena, Guagua, Pampanga

March 1996 **Elementary**  
Seventh Day Adventist School  
Natividad, Guagua, Pampanga

## SEMINARS ATTENDED

**Structural Detailing**  
AVR-IRTC, Technological University of the Philippines  
Ayala Blvd., Ermita, Manila (February 23, 2006)

**PICE NCR Student Career Development Symposium**  
National Library  
T.M. Kalaw St. Ermita, Manila (July 1, 2005)

## CHARACTER REFERENCES

Samy Al Olabi	Head of Project Controls at BIC Contracting (formerly HLG)	+97152 649 3217
Ajay Vyas	Lead Planning Engineer at Arabtec Construction LLC	+97150 961 9584
Mohammed Mahdi	Sr. Planning Engineer at [UNEC] United Engineering Const.	+97150 895 3055

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

IMELDA L. GRAFILO