**avelino v. de leon**

Email: [avel316@hotmail.com](mailto:avel316@hotmail.com); avelinovdeleon@hotmail.com

Mobile Number: +639171642047

Landline: +6322540959

With Valid Driving License (KSA & PHIL)

Married, FILIPINO

**PROFILE :**

* Has extensive working experience in Civil Engineering. I worked with diversified domain projects in Civil Engineering ranging from medium to large scale industries which gave me understanding for handling various domain areas in my career. I have handled various critical and challenging projects from pre-construction stage to finishing stage and ensured that the projects gets implemented as per specification in stipulated time with quality. I have efficient communication skill to present my points precisely to listeners. Open minded to work in complex environment and project. With knowledge in supervision and inspection MEP building system.

**objective :**

* Seeking a challenging position as a Civil Engineer or any position that may require and suited to commensurate my qualification and experienced in the field of Construction and Consultancy.

**work experience :**

**CONSTRUCTION MANAGER – pure projects (Philippines), inc.**

**Unit B 7th Floor Clipp Tower, 11th Avenue, Bonifacio Global City, Taguig Philippines**

**OCTOBER 16, 2017 – PRESENT**

* Review drawing and technical documents comprising in technical specification. If there is complication that need to prepare RFI (request for information) and send it to principal designer/design consultant.
* Prepare contractors pre-qualification documents.
* Send invitation letter and coordinate to be interested contractors prior to tender bid proposal
* Review and evaluate the company qualification of bidders and checking the documents submitted if comply to contractor’s pre-qualification.
* Inspection of project completed, current project and offices of the bidder prior to contractor prequalification.
* Review and evaluate the submitted tender bid proposal of the contractors
* Provide evaluation in designed review and suggestion/proposal that will improve the building design.
* In-charge at project site after completion of biding and awarding to contractor’s.

**project in-charge (cONSTRUCTION mANAGEMENT gROUP dEPT.) – federal land inc.**

**16th Floor, GT Tower, Dela Costa Street corner Ayala Ave. Salcedo Village, Makati City**

**AUGUST 16, 2017 – OCTOBER 15, 2017**

THE BIG APPLE BLOCK B (TIMES SQUARE WEST/ TOWER 3 & 4) A billions peso project with a

Total area of 104, 777 square meters a 36th storey residential and commercial buildings with 6 basements and

6 floor podiums. Located at 7th Avenue, Bonifacio Global Center, Taguig City.

**DUTIES and responsibilities :**

* Review drawing and technical documents comprising in technical specification and inform to 2nd party

construction management prior to documentation, verification and clarification, to submit to designer/

procurement/planning for approval and comments if there are discrepancies.

* Verification and checking of RFI approved by the third-party inspector and 2nd party construction management group before signing prior to proceed the necessary work and sequence of work.
* Attend to Project Technical Meeting presided by 2nd party construction management, give advices and instruction for those items mentioned in agenda and to follow procurement of equipment/materials needed
* Evaluate and checking the material submittal by the contractor/supplier if much to technical requirements approved or submitted by designer with recommendation by 2nd party construction management.
* Evaluation and checking the submitted cv and experiences of engineer’s/staff provided by contractor at the project site with recommendation of 2nd party construction management.
* Evaluate and checking the proposed cutting list schedule of reinforcement bars submitted by the contractor with recommendation by 2nd party construction manager if this is much to approved BOQ and will not affected the budget.
* Checking the work schedule and accomplishment of the contractor’s if complying/following the general planning schedule.
* Day to day monitoring of site condition, evaluate and checking the workmanship of the contractors.

**Senior site ENGINEER/COORDINATOR (FROM CIVIL ENGINEER position) – saudi oger limited**

**(PO BOX 1449 Riyadh 11431, KSA)**

**JUNE 16, 2006 to OCT. 30, 2016.**

HRH PRINCE ABDUL ILAH BIN ABDUL AZIZ AL SAUD RESIDENCE - A multimillion Saudi Riyals project with a

Total area of 104, 777 square meters consisting of Four Luxury VIP Buildings (each building has 3 story level with

basement) and 18 buildings for staff and technical facilities. Located at Old Deriyah, Exit One Riyadh, KSA

SAUDI ARABIAN NATIONAL GUARD HOUSING PROJECT – A two billions Saudi Riyals Project consisting of

Construction of 6,000 soldiers and officer villas, mosques, facilities, amenities, landscaping and roads. Each villas

have 3 level, located at National Guard Camp, Riyadh, Saudi Arabia

AYHAR (SHEIK AYMAN HARIRI) Villa Project– A multimillion Saudi Riyal project consisting of Construction of

Luxurious Residential Villa and Staff Villas with elegant land scape and hard scape, one internal and tree external

swimming pools, and three water features, project area is 8 hectare, located at Exit 2, Riyadh, Saudi Arabia.

National Security Council Building – A Multimillion Saudi Riyals office project consisting of Modification on

the existing buildings, utilities including the hard scape and parking area. Located at King Khalid Diwan Street Al

Mather, Riyadh Saudi Arabia.

Villa Ibrahim Project – A Multimillion Saudi Riyal Palace Project consisting of Construction of new buildings,

Modification and additions project on existing buildings and utilities, located at Yamama Palace, Riyadh Saudi

Arabia

Rawda Palace Project – A Multimillion Saudi Riyal Palace Project consisting of Security Construction, New Utilities,

Additions of 3 buildings and Modifications on the existing buildings in Rawda Palace, Riyadh Saudi Arabia

**DUTIES and responsibilities :**

* Perform civil engineering duties in planning and overseeing construction. Coordinate to Site Project Manager and construction team for the current situation of the project and to discuss any issues related to the projects
* Review drawings and contract documents comprising of technical specification and bill of materials. Immediately coordinate with Site Project Manager for any conflicts and discrepancies prior to implementation.
* Resolving any unexpected technical difficulties and other problems that may arise during construction stage and coordinate to Site Project Manager
* Day-to-day management of the site, including supervising and monitoring the site labor force including the work of subcontractors. To ensure the subordinate are following their everyday task including the preparation of work prior to submission of request for inspection (RFI) and material inspection request (MIR). Including closing out nonconformance of work.
* Coordinate with procurement division on the materials order and on-time delivery of approved materials.
* Prepare standard engineering computations and materials quantity take-off.
* Prepare work schedule and planning the works to meet the construction program, to ensure that the design information cleared and coordinate with the consultants for problems that arise on day to day activities
* Prepare method of statement for installation of materials. Review the materials submittals (MSS) technical data, and request for clarification (RFC). Briefly explain to subordinate/contractors prior to execution and to ensure they are following.
* Following up on Non Conformance Report issued by the Consultant to Contractor, to see that corrective action is implemented by the Subcontractors.
* Assisting in preparation of materials and documents prior to submittal and approval.
* Enforce the safety standard, rules and regulation of the company see to it that the labors and subcontractors labor force are following.
* Issuing work order to subcontractors for those items of work that not included or specified in the contract.
* Assisting in evaluation of progress billing and change orders submitted by the subcontractor.
* Assisting with supervision the work of subcontractor including but limited to ensure that they perform according to their contract, including requirements to have an authorized representative, physically present at the site during period of activities and resolving the disputes between each subcontractors.
* Prepare report and correspondent letter calling the attention of the contractor when there is such problem in their workmanship and schedule.
* Communicating on daily basis w/ the project engineer/supervisor appointed by the subcontractor regarding any discrepancies, additions, alterations that may arise during the course of the construction and resolving the disputes between subcontractors.
* Evaluating the installed sample by supplier/contractor based on specification and approved drawing. Preparing listing of comments and recommendation.
* To ensure the materials delivered by subcontractor are following the specification and approved material submittal.

**local work experiences:**

**project engineer (IN-House project management) – worldclass properties, inc.**

**(antel holding group)**

**Unit 2301 Antel 2000 Valero St. Salacedo Village Makati City, Philippines**

**SEPTEMBER 2000 to FEBRUARY 2006**

PROJECT COMPLETED - ANTEL GLOBAL CORPORATE CENTER – a multimillion Philippine peso project

consisting of 38 stories commercial office building with 7 elevated parking and 5 basement parking with function

room, elevated cooling system, machine room and helipad. Located at No. 3 J. Vargas Avenue, Ortigas Center,

Pasig City

PROJECT DESIGNER – GGG PARTNERS ARCHITECTS

**project engineer (IN HOUSE project management) – belgen realty development,**

**incorporated.**

**Unit 1103, 88 Corporate Center, 141 Valero St. Salcedo Village Makati City, Philippines**

**SEPTEMBER 1996 to OCTOBER 2000**

PROJECT COMPLETED - 88 CORPORATE CENTER– a multimillion Philippine peso project consisting of 30

stories commercial office building with 5 elevated parking and 3 basement parking with function room, elevated

cooling system, machine room and helipad. Located at Sedeño Street corner Valero Street, Salcedo Village,

MakatI City, Philippines

PROJECT DESIGNER – GGG PARTNERS ARCHITECTS

**DUTIES and responsibilities :**

* Conducted both announced and surprise visits to building construction sites for inspections. Prepare surveillance report for lapses or inaccuracy.
* Prepares the agenda and conduct and preside the weekly site coordination and management meeting.
* Prepares minutes of meeting and sent it to contractors prior for their checking and comments; and preside again to management meeting prior to their confirmation and approval signing of contractor’s representative.
* Monitored construction work quality at site, see to it that the quality standards are met the expectation of the client.
* To ensure the materials delivered by contractor & subcontractors are following the specification and approved material submittal
* Attend all necessary inspection as identified in request for inspection (RFI) including the testing of materials (concrete, steel reinforcement and post tension cable)
* Issued notices of violation (non-compliance) and forcing construction to stop until corrections were made.
* Gave suggestions concerning how to bring projects into compliance.
* Review drawings and contract documents and immediately coordinate with principal designer for any conflicts and discrepancies prior to implementation.
* Day to day site management including the monitoring and coordination of project from mobilization to finishing and turn over to unit owners.
* Monitoring and supervision of contractor and sub-contractors work including the client supplier.
* Ensure that the construction activities and workmanship are done according to approved drawing plan, specification, contract and quality standard and practices, and project timeline.
* Prepared detailed reports for project progress and accomplishment.
* Evaluate submitted progress billings/accomplishments of contractors and subcontractors including the variation of change order and prepare recommendation prior for approval and payment.
* Prepare quantity take off of materials supplied by client.
* Communicating on daily basis w/ the project engineer/supervisor appointed by the subcontractor regarding any discrepancies, additions, alterations that may arise during the course of the construction.
* Prepare correspondent letter calling the attention of the contractor when there is such problem in their workmanship and schedule.
* Ensure that the contractor and sub-contractors are following the HSE regulation and standard practices on site.
* Resolving the disputes between contractors
* Drafted and submitted reports on findings and prepare closing report for non-compliance work.
* Prepare punch list.
* Prepare progress report, accomplishment of contractor, subcontractors and one month activities, including materials test results and submit to developer.
* Inspection and checking of slope excavation work.
* Inspection and checking of installation of curtain wall.
* With knowledge in installation of MEP works, plumbing works, fire protection works (sprinkler and fire alarm system, elevator and air-conditioning system.
* Coordination to unit buyer/unit owner for the inspection of unit and Turnover of unit to Buyer/unit owner.

**ASSISTANT prOJECT engineer (IN HOUSE project MANagement) – AYH REALTY**

**DEVELOPMENT CORP.**

**No. 42 Sto. Domingo Street, Quezon City, Philippine)**

**MARCH 1993 to APRIL 1996**

PROJECT COMPLETED - WESTGATE PLAZA TOWER– a multimillion Philippine peso project consisting of 30

story residential building with 5 elevated parking and 3 basement parking with function room, elevated cooling

system, machine room and helipad. Located at Dela Costa St., Salcedo Village Makati City, Philippines

PROJECT DESIGNER – GGG PARTNERS ARCHITECTS

**cadet/ site ENGINEER –artisan builders corp. (No. 70 Bernardo Street, San Rafael Village,**

**Navotas Metro Manila, Philippines)**

**SEPTEMBER 1991 to JANUARY 1993**

ONG RESIDENTIAL BUILDING– construction of three story residential building with roof deck located at Tayabas

St. corner Felix Huertas St., Tayuman, Manila, Philippines

LIM RESIDENTIAL BUILDING– construction of seven story residential building with roof deck located at Solis St.

Sta. Cruz, Manila, Philippines

**EDUCaTIONAL ATTAINMENT :**

**Bachelor of Science in Civil Engineering**, Technological Institutes of the Philippines

Graduated on October1990

**CIVIC ORGANIZATION AFFILIATED:**

Saudi Council of Engineers (**SCE**) **Reference** ID Number 191438

Member of Philippine Institutes of Civil Engineer (**PICE**) ID Number 15-55-A1310

**skills :** Project Management, Quality Control & Supervision

Project Estimation (quantity take off)

Have good written and oral communicating skills in English

Knowledge in Microsoft office tools namely **Outlook**, **Word & Excel**.

Knowledge in **AutoCAD**

**PERSONAL DETAILS :**

Permanent Adress : 808 Malong Street, Dagupan Tondo, Manila, Philippines

DATE OF BIRTH : 12 February 1969

PLACE OF BIRTH : Manila City, Philippines

PASSPORT Number : **EC5145819**

Issued on 31 August 2015 (Philippines Embassy, Riyadh KSA)

Expires on 30 August 2020

**REFERENCES:**

eNGR. WESAM MAANNEE - sr. construction manager @ abdullah h. al-mutawa sons

holding co. email address - [wesammaannee@hotmail.com](mailto:wesammaannee@hotmail.com)

engr. tarik enhas - site project manager @ saudi oger LTD

EMAIL ADDRESS - [enhas@saudioger.com](mailto:enhas@saudioger.com) or [tenhas@hotmail.com](mailto:tenhas@hotmail.com)

+966545769325

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