



Jun Domacena

Electrical Engineer

A Professional with over **11 years** overseas experience specializing in **Quality Control** Department management in a multinational EPC company. Also with **9 years** local experience in the field of **Electrical Design** in a private consulting firm. Has excellent ability in high end electrical design. Effective implementation of documentation and handover strategies both in local and global levels. My greatest strength is implementation and awareness till project completion, which enables me to permanently streamline quality control and applications.



jmdomacena@yahoo.com



+639495749533



Palanginan, Iba, Zambales, Philippines



linkedin.com/in/jun-domacena



SOFT SKILLS

Time Management

Leadership

Communication

Adaptable & Flexible



SOFTWARE

Microsoft Excel ●●●●○

Autocad ●●●●○

EDMS ●●●○○

Adobe ●●●○○

Microsoft Access ●●●○○

Powerpoint ●●●○○

MS Word ●●●○○

MPCS ●●●○○



WORK EXPERIENCE

03/2016 – 07/2017 **PMC-Punchlist/Turnover Coordinator**

Samsung Engineering Saudi Arabia Co. Ltd.

✚ Shaybah Central Processing Expansion Facilities (CPFE) Project - Saudi Aramco
Sabkah 39, Shaybah, Kingdom of Saudi Arabia

✚ Riyadh Clean Transportation Fuels (RCTF) Project - Saudi Aramco
Riyadh, Kingdom of Saudi Arabia

- Implemented and managed all System Turnover Package for Contractor initial walkthrough until Client's final walkthrough punch list as per Systems completion and Turnover procedure.
- Handled and ensured daily punch list closed items through Contractor database (TAP) system.
- Verified and successfully closed RFI related punch items for all discipline.
- Requested and followed-up all punch items for Initiator closed-out.
- Ensured that daily punch reports were provided to management for daily/weekly meeting.
- Prepared and updated daily punch status downloaded from Aramco (MPCS) system.
- Monitored and reported daily Commissioning Support of Vendor Supervision prior to Plant Start-up.
- Completed 100% submission of Project Record Book as per Saudi Aramco Engineering Procedure (SAEP-122) to Client.

06/2014 – 03/2016 **QA/QC Document Controller**

Samsung Engineering Saudi Arabia Co. Ltd.

✚ Shaybah Increased Gas Handling Capacity (Pkg. 4) Project - Saudi Aramco
Sabkah 39, Shaybah, Kingdom of Saudi Arabia

- Completed and submitted Weekly Quality MOM, Monthly Quality Management Report (MQMR) and Project Quality Index (PQI)
- Successfully attended weekly quality meeting with Subcontractor and Client for quality issues.
- Implemented and set-up/control of punch list database for project use.
- Ensured and controlled outgoing/incoming overall IM&TE's for project sites use.
- Overall in-charge for the preparation and submission of Quality handover documents (Construction Inspection Records) as per Saudi Aramco Engineering Procedure (SAEP-122).

02/2012 – 06/2014 **Q/A Engineer**

Samsung Engineering Saudi Arabia Co. Ltd.

✚ QA/QC Team Corporate Office (SNTV)
Jubail, Kingdom of Saudi Arabia

- Administered all quality document controller prior to project assignment
- Expedites and coordinates with HR for quality personnel recruiting.
- Attended corporate weekly meeting with management team.
- Prepared Monthly and Weekly Quality Report to management at Headquarters.
- Conducts interview for Quality Document Controller as per project site request.

- Conducted training at site for system handover of documents prior to mechanical completion of the project.
- 100% in-charge for the TAP (Turnover Auto Program) set-up at site as requested.
- Controlled and monitored outgoing/incoming overall IM&TE's for site support.
- Fully supported site for quality documentation works (Wasit, Samco, RCTF projects)

12/2008 – 06/2010 QA/QC Document Controller

Samsung Engineering Saudi Arabia Co. Ltd.

✚ Saudi Kayan Amines Project - Saudi Basic Industries Co.
Jubail Industrial City, Kingdom of Saudi Arabia

✚ Saudi Kayan Polypropylene and Product Handling Project - Saudi Basic Industries Co.
Jubail Industrial City, Kingdom of Saudi Arabia

- Managed and controlled all quality documents, reports and incoming/outgoing correspondence related to Quality Department.
- Controlled and monitored of issued Non-Conformance Report (NCR), Surveillance Report (SSR) by Client and till Contractor closed-out.
- Fully handled all Request For Inspection (RFI) List for each discipline.
- Attended quality meeting with client, contractor and subcontractors and prepared Minutes Of Meeting (MOM) for distribution to attendees.
- Prepared and coordinated Weekly Quality Report to Head Office and Client.
- Entered daily welding report in Contractor's FMCS (Field Material Control System) database.
- Maintained log and documents of all Welder's Qualification Test.
- Controlled all discipline test packages (Piping, Electrical, Instrument)
- Registered and monitored punch list generated by Client and Contractor and follow-up for close-out.
- Prepared and submitted 100% final handover document (Quality Verifying Documents, Mechanical Completion Package etc.) as per the contract to client for acceptance.
- Performed other duties as deemed necessary during vacation period or unavailability.

06/2006 – 12/2008 QA/QC Document Controller

Samsung Engineering Saudi Arabia Co. Ltd.

✚ Tasnee Ethylene Plant and Common Facilities Project - National Petrochemical Industrialization Co.
Jubail Industrial City, Kingdom of Saudi Arabia

- Fully controlled Test Package and Punch list system using database in MS Access program. Prepared daily summary report to senior and distributing information/print-out of punchlist to concerned person for closed out.
- Tracked & registered Application for inspection (AFI), Modification after Hydrotest and Release Notification for all discipline.
- Attended quality meeting with client, contractor and subcontractors and preparation of Minutes Of Meeting (MOM) for distribution to attendees.
- Filed and maintained various inspection reports by department like Instrument, Electrical, Civil and Mechanical.
- Successfully conducted monthly sub-contractor's audit for handover document control system and drawing control system.
- Handled and maintained all kinds of Incoming and Outgoing correspondence and transmittals.
- Maintained Sub-contractor's Daily/Weekly and Monthly Construction Progress Reports.
- Prepared Weekly and Monthly QA/QC statistics (Method Statement, Construction Procedures, Welding Defect Ratio etc.) to Field Control Department.
- Prepared and submitted final handover document as per the contract to client for acceptance.

05/1997 – 06/2006 Electrical Design Engineer/Autocad Operator

Kinetic Consultancy/Kinetic Philippines Electrical Construction

Madre Ignacia St., Caloocan City, Philippines

- Studied and coordinated pre-designed electrical plans with co-engineers.
- Designed and computer drafted of complete electrical plans such as lighting system, power and auxiliary system based on clients requirement, the Philippine Electrical Code (PEC) 1 & 2, regulation of the local utility company and existing international design codes and standards.

- Prepared Design Analysis, Load Schedule, Power and Auxiliary Riser Diagrams, Details and other requirement to complete the plans.
- Reviewed and coordinated with co-engineers regarding revisions on electrical plans.
- Finalized electrical plans ready for submission to the client.
- Estimated and prepares materials "take off" of electrical plans as per client's request
- Performed other duties as deemed necessary such as CADD of architectural & mechanical plans.

01/2006 – 06/2006 Assistant Project Engineer

Kinetic Consultancy/Kinetic Philippines Electrical Construction
Madre Ignacia St., Caloocan City, Philippines

✚ Notre Dame of Greater Manila School - A/C Installation & Service Entrance Upgrade
Caloocan City, Philippines

- Reviewed with Project Engineer the construction plans before project implementation.
- Conducted meeting with project staff & perform delegation of duties & responsibilities.
- Prepared and orders materials (conduits and fittings, wires and cables, panel boards and circuit breakers, devices and lighting fixtures, etc.) needed for the completion of the project.
- Inspected materials delivered were correct in quantity and specifications.
- Coordinated with the building maintenance head/project engineers some of the problems that will be encountered during construction and recommend solutions that will expedite the project.
- Checked and inspected all electrical works and installations, making sure that it was done based on approved construction plans and in accordance with the latest edition of the Philippine Electrical Code and International Codes.
- Supervised manpower for testing of installation.
- Prepared electrical as-built plans.

🎓 EDUCATION

Bachelor of Science in Electrical Engineering (BSEE)

National University - Manila, Philippines
06/1991 - 03/1996

✅ CERTIFICATION

International English Language Testing System (IELTS)

British Council - Manila, Philippines
02/2018

🗣️ LANGUAGES

English (IELTS) ● ● ● ● ○

Filipino ● ● ● ● ○

Zambal (Native) ● ● ● ● ○

🏀 INTERESTS

Basketball

Cycling

Outdoor Adventure

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

JUN M. DOMACENA