



JEFFREY PONCE SAGUN

MEP Quantity Surveyor with 18+ Years of Expertise in Contract Management, Cost Analysis, and Procurement

ABOUT ME

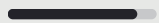
Electrical engineer and quantity surveyor with expertise in project management, procurement, quality control, and contract management. I excel in coordinating complex tasks, analyzing project specifications, and providing technical support. Fluent in English, Tagalog, and Mandarin, I effectively communicate and collaborate across diverse teams to ensure successful project outcomes.

SKILLS

Quantity Surveying



Contract Management

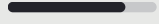


Commercial Risk Management



Electrical Project Design &

Coordination

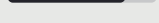


Quality Assurance/Quality Control

(QA/QC)



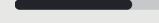
Team Collaboration




Technical Auditing




Supplier Relationship Management



 (+966)56-159-6804

 My LinkedIn Profile

 geff1920@gmail.com

 Al-Baha, Saudi Arabia

CAREER HIGHLIGHTS

Successfully Managed Interim Payment Applications

- Expertly prepared and submitted interim payment applications for multiple high-profile projects, ensuring adherence to contract payment mechanisms and procedures.

Quantity Take-Off and Subcontractor Payment Processes

- Performed detailed quantity take-offs and managed payments for contractors and MEP subcontractors, contributing to the smooth execution of large-scale construction projects.

Compliance with Electrical Standards and QA/QC Protocols

- As an Electrical QA/QC Engineer, ensured all electrical works complied with project specifications, ISO standards, and quality control protocols, significantly improving project outcomes.

Key Role in Claims Assessment

- Played a pivotal role in assessing claims and variations, analyzing contract conditions, and developing responses to commercial risks, protecting the company's financial interests.

Spearheaded Tendering and Procurement Efforts

- Led the preparation, submission, and clarification of tenders, while supporting the procurement team with technical expertise, ensuring the best value bids and successful contract awards.

EDUCATION

> Bachelor of Science in Electrical Engineering (BSEE)

Technological Institute of the Philippines (TIP)

Technological Institute of the Philippines (TIP), Aurora Boulevard, Cubao, Quezon City, Philippines

Graduated: October 1993

GEFFREY PONCE SAGUN

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📍 Al-Baha, Saudi Arabia

SKILLS

- Metering System, Wiring Accessories & Lighting Products - 2015
- LV Distribution Boards and Breakers - 2014
- Road Lighting (How to Light Up Saudi Arabian Roads) - 2013
- CCTV DVR/IP Cameras - 2012
- Building Automation System - 2012
- Technical Drafting - 2010-2011
- Microsoft Office 2007 - 2009
- PEC Requirements on Electrical Installations - 2009
- Electrical Safety/Republic Act 7920 - 2008
- Industrial A/C Motor Control - 1997

PRIOR EXPERIENCE

> Technical Auditor

Occidental Mindoro Electric Cooperative, Inc. (OMECO)
April 2007 - December 2008

> Plant/Control Operator

Fabmik Construction & Equipment Co., Inc. | October 2006 - April 2007

EXPERIENCE

MEP Quantity Surveyor

May 29, 2017 up to present

Al-Rashid Trading & Contracting Company | Riyadh, Saudi Arabia

- For the past 7 years, I have been preparing and submitting interim payment applications in accordance with contract payment mechanisms and procedures. I perform quantity take-offs and check quantities as per approved shop drawings. I also prepare payments for contractors and MEP subcontractors. My ability to work well within a team-based environment has been instrumental in ensuring project success. Additionally, I am responsible for the certification of subcontractor final accounts.

Electrical Quantity Surveyor

March 2014 to March 2016

El-Seif Engineering Contracting Company Ltd. | Riyadh, Saudi Arabia

- I assessed claims and variations, prepared and submitted interim payment applications, and performed quantity take-offs based on approved shop drawings. My role included analyzing contract conditions, valuing materials and cost estimates, advising on procurement strategies, and managing payments. I also identified commercial risks and applied my knowledge of basic electrical project design to ensure project success.

Electrical Procurement Engineer & Quantity Surveyor

May 2011 to May 2013

Saudi Constructioners Est. (SAUDICO) | Riyadh, Saudi Arabia

- I handled tendering procedures, reviewed and evaluated design drawings, and managed materials take-offs. I supported the procurement team by providing technical expertise during the tender preparation, submission, and clarification. Additionally, I compared prices, specifications, and delivery dates to secure the best bids from potential suppliers.

Electrical QA/QC Engineer

January to June 2010

Electrical A. Modern Factory Co. (EAMFCO) | Dammam, Saudi Arabia

- I ensured project compliance with specifications, prepared corrective actions, and verified the calibration of tools. I supervised inspections, addressed non-conforming products, and adhered to company policies and ISO standards. Additionally, I conducted daily inspections and provided monthly reports on quality control and improvements.

Electrical Site Engineer

Dec 2008 to Sep 2009

Al-Azzam Arabia | Jeddah, Saudi Arabia


- I coordinated electrical drawings with other disciplines, addressed discrepancies with the project manager, supervised buried services before concreting, and inspected electrical works for compliance. I also conducted quality control inspections, reviewed and modified contract specifications, and provided technical assistance throughout the project.

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 Al-Baha, Saudi Arabia

[Recipient Name]

[DATE]

[Company Address]

Dear Hiring Manager,

I am excited to apply for the [Position Title] at [Company's Name]. With a robust background in electrical engineering and quantity surveying, I am confident I can make significant contributions to your team. My experience spans over 18 years, during which I have developed a strong proficiency in project management, procurement, and quality control. I excel in coordinating complex tasks, ensuring compliance with project specifications, and providing strategic support. Fluent in English, Tagalog, and Mandarin, I effectively communicate and collaborate with diverse teams, driving successful project outcomes.

Top Skills and Expertise:

- **Project Management:** Demonstrated expertise in managing multiple projects simultaneously, ensuring they meet all deadlines, budgets, and quality standards. Proven ability to lead teams and coordinate efforts to achieve project goals.
- **Procurement:** Experienced in advising on procurement strategies, comparing bids, and securing the best value for materials and services. Skilled in developing procurement databases and supporting tendering processes.
- **Quality Control:** Proficient in conducting quality inspections, preparing action requests, and implementing corrective and preventive measures. Strong track record of maintaining high standards and compliance with ISO requirements.
- **Technical Support:** Adept at providing technical assistance, reviewing design drawings, and ensuring all project activities align with contract specifications. Capable of addressing and resolving complex technical issues efficiently.

I am eager to bring my skills and experience to [Company's Name] and am looking forward to the opportunity to discuss how I can contribute to your team. Thank you for considering my application.

Sincerely,

Geffrey Ponce Sagun