

Resume

Mr. NELSON DELA CRUZ PEREDA

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Position Desired: **PROCUREMENT ENGINEER**

Career Objective:

To obtain my knowledge and ability in Procurement, Construction, Operation, and Maintenance of Facilities and Building Structure in seeking a position of **Procurement Engineer**, for continuous improvement of quality at a growing, people-oriented, high-technology and Value Engineering process, where I can use my strong analytical, detail-oriented and interpersonal skills to improve services and process, reduce Costs and Lead times, where I desired growth based in performance accomplishment and achievements. All the while engaging in new challenges and learning experiences.

Summary of Duties and Responsibilities:

Extensive experience and Working more than **17 years' experience in Procurement** and Engineering such Architectural, Civil, Structural Construction or even MEP Material as Procurement Engineer, Handling of various On-Going Projects or even Bidding projects, Preparing inquiries and Packages (RFQ), Coordinate to the Sub-contractor / supplier, Prepare compliance / Cost comparison Analysis (Commercially and Technically) Study and Review Plans, Specification and Bill of Quantities, Preparing Purchase Order for multiple projects at various stages of the procurement process for Royal Family residence/Palace, Housing, Hospitals, Hotels, Commercial Bldg., Warehouse, Railway, Pre-Engineering Bldg. and even Infrastructure Project, with **10 years' Experience in Local Projects** (Philippines) working as Project Architect, supervision from start up to Completion of the Project.

Career Profile:

Acquired extensive exposure in field of Civil /Architectural Construction & Electromechanical Works, Procurement Works, and Quantity Survey. Hard working in various Construction Project in different types of Implementations and Monitoring progress of works, Quality and Safety assuring that the works are accordance with the approved drawing / plan, specification, approved materials, and procedures.

The exposure I gained from the Field of Construction, Operation and Maintenance is highlighted by my work experience. Familiar with the said discipline and ample enough knowledge and well-oriented in safety measures and with basic explored knowledge in computer skills like: MS Words, Excel and Basic in AutoCAD drafting works.

Professional Experience

- **Modern Architecture Contracting Co. (MACC) Riyadh, KSA. (2 Year and 4 months)**
Position: Engineer-Procurement, Dept. Year – November 30, 2022 – Up to present.
- **Yapi Merkezi Saudi Co. (CTW130 Project – Industrial Railway Project) Jubail City, KSA.**
Position: Technical Office Engineer support for Logistic/Procurement & Cost Control Dept. Year – March 11, 2019 – Oct. 30, 2022 (3 Years and 7 months)
- **AZMEEL Contracting Company, Jubail City, KSA. (2 Years and 8 months)**
Position: Procurement Engineer -Commercial Dept. Year – June 29, 2016, to March 9, 2019
- **AL-Latifia Trading & Contracting Co., Riyadh, KSA. (5 Years and 4 months)**
Position: Procurement Engineer -Procurement Dept. Year –February 19, 2011 – June 25, 2016.
- **AZMEEL Contracting Company, Jubail City, KSA. (2 Years and 1 month)**
Position: Architectural Engineer-Tendering Dept. Year –Sept. 8, 2008 – Oct. 18, 2010.
- **CHREY Builders Corporation, Quezon City, Philippines. (2 Years and 4 months)**
Position: Site Architect Year -March 2006 – July 2008.
- **CNK7 Builders and General Services, Quezon City, Philippines. (2 Years and 5 months)**
Position: Site Engineer, Year-September 2003 –February 2006.

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- **CLR Konstruction 2000 Corporation, Vergel St., Pasay City, Philippines. (3 Years and 6 months)**
Position: Project Architect, Year -March 2000 –September 2003.
- **LBRDC Land bank Realty Development. Corp., Makati City, Philippines. (10 months)**
Position: Project Architect, Year -May 1999 –March 2000.

WORK EXPERIENCE INTERNATIONAL COMPANY / PROJECTS:

- **MODERN ARCHITECTURE CONTRACTING CO. (MACC) Riyadh, KSA.**

Position: Engineer - Procurement Year – November 30, 2022 – Up to present.

- **Various Handle On-Going and Tender Projects** (Royal Family Residence, Palace, Office Building & Hospitality projects)

Description of Duties and Responsibilities as Engineer-Procurement:

- Direct reporting to Department Head.
- Preparing Request for Quotation documents (BOQ, Specification, Drawings, Scope of works and other related information reference) for Local or Foreign manufacturers and suppliers.
- Search and select a suitable supplier/subcontractor to execute the work and supply materials in the project.
- Evaluating suppliers, products, and services, negotiating contracts, and ensuring that approved purchases are cost-efficient and of high quality.
- Follow-up, Coordinate and Negotiate to supplier prior final selection and issue Orders.
- Finding Local and Foreign supplier / distributors for the required material.
- Monitor, follow-up and Coordinate with Logistic and site team for the delivered materials.
- Working for several kinds of scopes and materials like: Architectural finishes / FF & E, Civil, Structural, Site works, and others as required by the project.
- Preparing comparison sheet for both commercially and technically as per project requirements received from different supplier/subcontractor.
- Follow all relevant functional policies, processes, standard operating procedures and instructions to ensure that work is carried out in a controlled and consistent manner.

- **YAPI MERKEZI SAUDI Co. Jubail City, KSA.**

Position: Technical Office / Procurement Engineer Year - March 11, 2019 – Up to present.

- **Projects handle as Technical Office/Procurement Engineer: CTW-130 Sadara Rail Project & Jubail Railway Network Project** (84 Kilometer Railway-Industrial type train connected to JCP & KFIP)

Description of Duties and Responsibilities as Technical Engineer:

- Direct reporting to Cost Control/Technical Manager and Logistic/Procurement Chief Manager along with Contract Department.
- Preparing Purchase Order, for the approved supplier with compliance with project requirements.
- Coordination to QS for the actual quantity and scope of work for different works required to follow as per the project budgeted quantity.
- Site visit for the actual location and existing structure condition together with possible subcontractor for the project.
- Upload and Issued PO by using SAP System as per purchase department requirements.
- Preparing the required scope of work for the different types of utilities and stakeholder clashing with the Railway Project like: ARAMCO, JCP, KFIP, RC, SADARA, SEC/NGSA, STC etc. and sent to different supplier/ subcontractor for quotation request.
- Preparing Request for Quotation (RFQ) documents, as per Project references (Bill of quantity, Specification, Drawings, Scope of works and other related information needed)

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- Search and select a suitable supplier/subcontractor to execute the work on the project.
- Follow-up, Coordinate and Negotiate with supplier/subcontractor for the RFQ's and Quotations, then after selection for the supplier preparing purchase order.
- Monitor and follow-up deliveries of ordered materials.
- Working with different Package like: Civil, Structural, Electromechanical, Telecommunication, OHTL, Site works, and many others as required by project.
- Meeting with supplier / sub-contractor regarding the required scope of works requirements.
- Preparing comparison sheet for both commercially and technically as per project requirements collected quotation from different supplier/subcontractor.

• **AZMEEL Contracting Company.** Jubail City, KSA.

• Position: **Procurement Engineer (Commercial Dept.)** Year – June 29, 2016 – March 10, 2019

- **Various Projects handle as Procurement Engineer:** Aramco Projects, Housing Projects, Hotels, Office Building, Military facilities, and Infrastructures.

1) **ARAMCO PROJECTS:**

- a. ARAMCO - South Dhahran Home Ownership Housing & Facility-District-1
(Package-1) Contract No. 6600036148 = 953 units
- b. ARAMCO - South Dhahran. Home Ownership, Housing & Community Facilities-D-2A
(Package -2) Contract No. 6600036743
- c. South Dhahran Homeowner Ship, Housing
(Package -3&4) Contract No. 6600036216
- d. ARAMCO - Expand Dhahran Residence-Com-
(Package-6) Contract No. 6600035944
- e. Aramco Home Ownership Lot Development at Mutrafiah Jubail

2) **SATORP, Home Ownership Program**

3) **Marafiq Projects:**

- a. Construction of Marafiq Corporate Head Quarters.

4) **Royal Commissions Projects:**

- a. Construction of Apartments Building Phase-1 (C71)

5) **Dammam University Campus.**

- a. DU-123- Security Building = 2 Bldg.
- b. DU-119–Faculty of Clinic Pharmacy = 1 Bldg.
- c. DU-116 - IT College Phase I = 1 Bldg.
- d. Colleges of Education Boys = 1 Bldg.

6) **Sabic Al-Mutrafiah Jubail Housing Packages 1,4&5 = 1,248 Villas**

Description of Duties and Responsibilities as Procurement Engineer:

- Under the directives of the Procurement/Commercial Manager, preparing packages, negotiate prices with Suppliers, and follow company standard rules and regulations.
- Preparing Request for Quotation (RFQ) Complete Package document including BOQ, Specification, Drawing and other related information required.
- Working in the commercial department using **ORACLE SYSTEM** in preparing Purchase Order and Material Request.
- Analyzes BOQ and related documents and creates Procurement material lists.
- Take off actual materials quantities from Design specs and Drawings.
- Prepares Pre-Qualification / Technical submittals on materials / sub-contractors as shortlisted, qualified and comply with the project requirements.
- Supports Engineering department with any details about material specs and procurement activities.

- Preparing and updating Weekly Progress Report, Material received, and delivery as required and coordinate to planning department.
- Sends and receives letters with suppliers for inquiries, invitations, answers, etc.
- Preparing comparison sheet, commercially and technically.
- Working with different types of material for Civil, Architectural, Structural, Electrical, Mechanical, and others as required by the Projects.
- Conducts quotes evaluation system as required by the procurement Manager and writes results reports.

• **AL-LATIFIA TRADING AND CONTRACTING Co.** Riyadh, KSA.

• **Position: Procurement Engineer (Procurement Dept.)** Year – February 19, 2011 to June 25, 2016.

- **Various Projects handle as Procurement Engineer:** Hospitals (MOH), Institutional Building, Office Building, Housing Projects, Hotels, Office Building, Military facilities, and Site Developments Projects.

Description of Duties and Responsibilities as Procurement Engineer:

- In-charge in searching Materials, Sub-contractors, Suppliers of International or Local procurement activities of the company in different areas, including implementation of company work instructions and systems.
- Preparing and sending Request for Quotation (RFQ) Complete Package document including BOQ, Specification, Drawing and other related information required.
- Prepare Comparison Cost Analysis Sheet from the quotations received from the Supplier and Sub-contractors.
- Finalize payment terms and scope of works, include /exclude item in the scope of works/supply.
- Study Analyze and Evaluate Supplier Proposal / Quotation as per project specification and their compliance.
- Close / finalize packages related to Architectural, Civil, Equipment's & many others in preparation for Sub-contract agreement (SCA) or Purchase Order (PO).
- Study / Compare Tender BOQ & Contract BOQ, also check the allowable budget.
- Investigate potential suppliers / subcontractorsthose most desirable.
- Shortlisted of supplier / sub-contractor prior for submittal and their approval.
- Prepare Pre-Qualification and Technical/Material submittal for client Approval.
- Selecting the local & international Vendors / suppliers as per the client approved vendor list and/or as per my company recommended vendor list based on their previous performance.
- Coordinate to sub-contractor for the required submittal such as shop drawing, Materials samples, Mock-up and another related document required.
- Raise RFI to consultant / client for the missing/not clear information.
- Working with the required LEED Compliance Project.
- Arranges and participate in conference between supplier, Engineers, purchaser, client, and other required trade in the projects.
- Prepare / arrange a scheduled factory visit for the possible supplier and sub-contractors.
- Coordination with Project Mangers for the required materials and clarification to site.
- Monitor and update Procurement Logs, status of submittal/Approval and prepare required Reports.
- Also works in tendering / bidding project, Quantity Survey (QS)

• **AZMEEL Contracting & Construction Company,** Jubail City, KSA.

• **Position: Architectural Engineer - Tendering Dept.** Year –Sept. 8, 2008, to Oct. 18, 2010

- **Various Projects handle as Architectural Engineer:** Housing Projects, Office Building, Railways, Schools, and Site Developments Projects.

Description of Duties and Responsibilities as Architectural Engineer:

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- Preparing / sending Request for Quotation (RFQ) of complete Package document including BOQ, Specification, Drawing and other related information required.
- Prepare RFQ's required in the projects as per latest material and labor prices for Civil, Architectural even Plumbing, Mechanical.
- Review tender document for client contract agreements in proper formats to ensure full conformity with specified company procedures.
- Responsible for coordinating with the subcontractor / supplier regarding quotation in the on-going bidding project.
- Site inspection and supervision at the same time.

EXPERIENCE AND COMPLETED PROJECTS IN PHILIPPINES:

- **CHREY Builders**, Quezon City, Philippines.
- **Position : Site Architect** Year –March 2006 to July 2008.
 - **Various Projects:** Commercial Centers / Malls, Factories, Housing and Warehouses.

- **CNK7 Builders and General Services Corp.** Quezon City, Philippines.
- **Position : Project Engineer** Year-September 2003 to February 2006.
 - **Various Projects:** Residential, Commercial, Schools, Warehouses, Factories, Office Building and Others.

- **CLR Konstruction 2000 Corporation**, Pasay City, Philippines.
- **Position: Project Architect** Year March- 2000 to September 2003.
 - **Various Projects:** Residential, Commercial, Warehouses, Factories, Office Building and Site Development..

- **LBRDC Land bank Realty Development. Corp.** Makati City, Philippines.
- **Position : Site Architect** Year -May 1999 to March 2000.
 - Banks Branch & Extension Offices.

Description of Duties and Responsibilities Philippine Project Works Completed:

- In-Charge as Supervise the project to its completion and hand-over to owner.
- Monitor and Check progress of works to ensure that follow works schedule.
- Prepares estimate for the bidding project, responsible for material take-off and cost analysis.
- Responsible for the supply of manpower to be used for the project,
- Deal with Client on all matters regarding Construction and Methodology,
- Attend pre-bid meetings and site inspection for proposed projects.
- Responsible to process all permits prior to proceed and permits to occupy as project completed,
- Dealing with Sub-Contractor and supplier to perform a specific piece of work and supervise as per approved plans and Quality of works.
- Attend weekly meetings and submit reports regarding actual accomplishment and discuss the status of the project involved.
- Prepare Purchase order of Construction materials.
- Prepare accomplishment report prior to billing to client.

EDUCATIONAL ATTAINMENT:

Bachelor of Science in Architecture, National University, Manila, Philippines.

- College Graduated – March 1999.

Associate in architectural Drafting, National University, Manila, Philippines.

- Vocational, Graduated – October 1993.

TRAINING CERTIFICATE:

- Safety Awareness (HLG Construction Education and Training Academy, CETA)
- United Architect Training Class.

EXPOSURE, INTEREST & COMPUTER LITERACY:

- Procurement Engineer – Architectural, FF & E, Civil, Structural, MEP Materials, Site works, Equipment’s and other related construction matters.
- Architectural Engineering – Architectural / Civil.
- Experience in ORACLE & SAP SYSTEM
- Negotiation skills
- Internet Surfing
- Microsoft Office: Word, Excel etc.
- Basic in Auto Cad Drafting Works.
- Driving with KSA driver License

PERSONAL BACKGROUND:

Age : 50
Status : Married
Children : 2
Date of Birth : August 11, 1974
Nationality : Filipino
Height : 5 Feet and 6 inches
Weight : 168 lbs
Passport No. /Issued : P6623172B / April. 12, 2021 to April. 11, 2031, Philippine Embassy Riyadh.
SCE No. : 71140
Iqama : Transferable

I hereby declare that all information in my application is to the best of my knowledge and belief, true and correct.

Mr. Nelson Dela Cruz Pereda