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More than 10 years of experience in various field of work.

Six solid 6 years of work in a Semiconductor (Japanese Company) dealing with Switching Power Supply Manufacturing as a Process/Product Engineer, and during those six years 4 years of that are dealing with designing of automation machine for production process to fully eliminate physical manpower.

Currently working in a Hydraulic Equipment Factory whose dealing with manufacturing of Industrial equipment used in Oil & Gas Industry in the Middle East, 4 years work experience in sales and after-sales services.

As a new approach to new learning experience and flexibility at work I am designated as Associate Design Engineer/CAD Operator on same company (AIEF) Technical/Engineering Department focusing on designing different hydraulic machines and tools used in Oil and Gas Company.

Living in a good moral character, flexibility and dedication to work. Always willing to travel and have training to uplift my knowledge and skills.

GLENN FRANCIS C. QUIAOIT

#49 Brgy. Sisiman Mariveles, Bataan Philippines

(Currently Residing at Al-Khobar KSA)

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WORK EXPERIENCE:

AFI - Alaa For Industry (Alaa Industrial Equipment Factory - AIEF)

Hydraulic Factory Division (Dammam HEAD OFFICE)

Position: Draftsman

Sept 2016 – up to present

Responsibilities:

- Mainly preparing preliminary design concept for special non-standard products and production drawings for product realization upon order approval.
- Preparing & sending preliminary drawings during quotation period to the customer.
- Preparing & sending quotations for hydraulic cylinder category, checking & following-up for possible order confirmation.
- Issuance of production related drawings to shop floor.
- Keeping records of new and revised drawings based on ISO related standards.
- Design Hydraulic cylinder base on customer requirement and relevant standards.
- Design Hydraulic Power Pack base on customer requirement and relevant standards.
- Programming CNC Plasma Cutting Machine

AFI - Alaa For Industry (Alaa Industrial Equipment Factory)

Hydraulic Factory Division (Dammam HEAD OFFICE)

Position: Workshop & Sales Coordinator

August 02 2012 – Sept 2016

Responsibilities:

- Direct coordination from the workshop to sales department and vice-versa for smooth flow of jobs from start to end.
- Received walk-in customers for repair jobs and inquiries for a new product and services.
- Received on-call Telephone inquiries from customers.
- Coordinating to the workshop's assets for the schedules of jobs, man-power allotment and day-to-day duty to ensure that the schedules job is attained.
- Provide written reports for the job and directly give to the sales department for forwarding to the customer.
- Keeping records of all jobs, on-going jobs and finished jobs.

- Supporting sales department in communicating with customers for technical capability of the workshop.

Mitsumi Philippines, Inc. (FBM)

Production Engineering Division (Mariveles Bataan Factory) Position: Product / Process Engineering In-Charge)

June 16, 2006 to June 2012

Responsibilities: (Product / Process Engineer)

- Responsible for the establishment of **Quality Assurance Process Flow Chart**.
- Responsible in review of drawings and documents of new model and revised documents and drawings from headquarters.
- Responsible for data analysis for new models.
- Data gathering during **Pre-Production, Experiments and Test run**.
- Everyday Production Line verification and checking.
- Establishment of **MODAPTS** (Modular Arrangement of Pre-determined Time Standard) for new models.
- Responsible for Tact Time gathering and monitoring for each group every month.
- Responsible for the preparation of **APQP** (Advance Product Quality Plan) for new models.
- Responsible for the preparation of **FMEA** (Failure Mode Effects and Analysis)
- Design jigs and fixtures needed in the production line for new models and existing models.
- Sustain, develop and improve manufacturing equipment and fixtures to minimize downtime.
- Responsible for the set-up of machines for the new models.
- Preparation of reports during Pre-Production.
- Make, design and issue job orders for the facilities in the Department.
- Provide **Technical Rule, Working Instructions, and infrastructure** in the production lines.
- Provide and revisions of production division's daily machine check sheets and other department rules.
- In-Charge in designing Metal Mask Stencil for SMT printer machines.

SPECIAL SKILLS AND POTENTIALS:

- Advance knowledge in **Autodesk AutoCAD** (Industrial Tools and Machinery)
- Advance knowledge in **DSS SolidWorks** (Industrial Tools and Machinery)
- Advance knowledge in **Microsoft Office Applications**
- Advance knowledge in **WINDOWS XP OS, Win 7 OS, Win 10**.
- Advance knowledge in **Network Setup and Troubleshooting (CISCO Equipment)**
- Intermediate knowledge in **Routing and Switching** technique, **IP Addressing** and **Subnetting** concept.
- Advance knowledge in **Computer Setup and Troubleshooting**
- Advance knowledge in **ERP Software Management (BAAN)**

- Intermediate knowledge in Troubleshooting Server applications and Windows XP operating System
- Intermediate knowledge in **Hydraulics Components and Systems.**
- Basic knowledge in **Adobe After Effects** software
- Basic knowledge in **Adobe Premiere Pro** software
- Proficient in discussing and presenting solution, can speak in front of large group, Well organize, Able to travel, Project coordination and management.
- Ability to work under pressure with heterogeneous environment with little to no supervision

CERTIFICATES:

- **Certificate of Completion**
AutoCAD 2008 with Color Rendering Level I & II
 MicroCADD Technologies Co., Inc.
 Certificate # 134298
 APRIL 27, 2008

CHARACTER REFERENCES:

- Can be provide if needed

PERSONAL INFORMATION:

- AGE: 35 years old
- DATE OF BIRTH: August 10, 1985
- CIVIL STATUS: Single
- CITIZENSHIP: Filipino
- HEIGHT: 169 cm
- WEIGHT: 171 lbs
- LANGUAGE OR DIALECT THAT CAN SPEAK AND WRITE: Filipino and English

EDUCATION BACKGROUND:

- **COLLEGE:** Polytechnic University of the Philippines
Bachelor of Science in Information Technology
2002 ~ 2006
- **HIGH SCHOOL** MARIVELELS HIGH SCHOOL (POBLACION)
- **ELEMENTARY** SISIMAN ELEMENTARY SCHOOL

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

GLENN FRANCIS C. QUIAOIT