

Victor T. Robles

Sapphire St. Gate 3 Kaunlaran,
Poblacion, Polomolok, South Cotabato Philippines
Email Add: vic2rsamuel22@yahoo.com
Mobile No.: +63928-427-6159- PH

**Course Attended: CCP Certified Cost Professional – # KW 6046
Green International, Kuwait**



EDUCATION

Course : B.S. in Information Management
School/University: Catanduanes State University – (Jun 2000 - Apr 2004)

WORK EXPERIENCED: 13 Years of Overseas experience

- Mature, proactive, resourceful and hands-on with good initiative.
- Independent worker who is able to work well with minimal supervision

Position : **Proj. Cost / Procurement Controller**
Duration : **August 01, 2016 – August 31, 2020**
Company : **Daelim Industrial Co. Ltd - Korean (EPC Contractor)**
Client : **KNPC - Kuwait National Petroleum Company (KSC)**
Project: : **Sulphur Handling Facilities (New & Revamp) Project**

Duration : **March 31, 2011 – July 31, 2016**
Company : **Daelim Industrial Co. Ltd - Korean (EPC Contractor)**
Client : **KNPC - Kuwait National Petroleum Company (KSC)**
Project: : **LPG Train-4 Mina Al- Ahmadi Refinery, Kuwait (CA/CSPD/009)**

Duration : **Oct 18, 2008 - Jan. 18, 2011**
Company : **Daelim Saudi Arabia Co. Ltd – Korean (EPC Contractor)**
Client/Owner : **National Chevron Phillips - SPC Saudi Polymer Company**
Project: : **NCP South Plot Project, Al-Jubail, KSA**

Job Description:

- Assist in providing cost estimation, budgeting and cost control and support to the Project teams to meet the forecast schedule.
- Handles the purchasing, receiving, handling and issuance of materials to the designated Construction department.
- Preparing Purchase order, Material / Equipment requisition that was submitted by the department coordinator approved by the Manager.
- Ensure that the materials requested meet the Client Quality standard, inspected and approved by the Quality Control Engineer.
- Responsible for conducting materials visual inspection to the local or overseas supplier to their shop/yard.
- Responsible for updating and collecting all back up data including verifying the additional works and claims by subcontractors.
- Handles the submission of Back Charges claim to our subcontractors with detailed documentation.
- Responsible for reviewing subcontractors submitted Payment Certificate for final approval and billing purposes.

- Closely coordinating subcontractor/manpower suppliers for any manpower/equipment & additional works requirements (checking the scope of work requested if included in the contract or additional works)
- Execute all Project Cost Control functions to ensure all projects are within budgeted cost parameters.
- Conducting final review and approval for the Site /FCN Instruction that was submitted by Subcontractor for supply of manpower and other additional works
- To assist cost manager to monitor actual cost expense versus expenditures forecasts to provide timely notification to Head Office (Korea).
- Prepare and maintain log for Contractor invoices and ensure that these are properly cost coded prior to approval by the responsible Site Manager.
- Assists the evaluation and approval of the reasonable cost rates that was submitted by Supplier (Manpower, Equipment and TC & Materials).
- Enter all project committed cost data into cost tracking system (OMIS Database) that was monitored by the Head office Korea.
- Supporting our Project contracts Team for any dispute, arbitration or de-scoping of Subcontracts.
- Carry out various functions related to cost control, archive, document imaging and maintenance of databases/registers.
- Assist in the preparation of the Subcontractor's contract close-out (Final Settlement, Bond verification, Discharge Receipt, TCC (Tax Clearance Certificate) etc.
- Conducting the final review of the subcontractor's contract prior to the release of the withheld 5% retention amount as per the contract.
- Overview control on all procurement activities by contractor

Position : **Document Controller** - June 8, 2006 - Jun 7, 2008

Company : **KENTZ Engineers & Contractors**

Location : Jubail Industrial City, Al-Jubail, KSA

(1) Project : SHARQ 3rd Expansion Project

(2) Project : JCP / Jubail Chevron Phillips Project (Styrene & Benzene)

- Responsible in receiving & distributing all incoming documents from company, contractors head office and Subcontractors.
- Alert Sub-Vendors & Contractors drawing Department for any inconsistency – (revision, piping weld markings, P&ID & as-built).
- Assign document number, compile & dispatch all outgoing correspondence. If any drawings/procedure got revised, the old version shall be immediately withdrawn from the site and ensure the IFC latest drawings are transmitted to construction, Quality and Subcontractors.
- Consolidate vendor documents requirement lists by incorporating inputs from engineering and project teams to provide a complete list of all deliverable documents for the project.
- Handle the submission of Site Waivers & Technical Memorandum(TM) for approval from Head Office Houston Chevron.
- Assist the project and engineering manager and teams in any way required to ensure project documentation is correctly processed and stored.
- Implement, improve and maintain document control and document handling systems to ensure the progression of the projects through its various phases
- Prepare Daily in MS Excel spreadsheet that was submitted to client (SPC-NCP) for daily reporting - (Manpower/Equipment, Activities, & Progress).

- Monitoring Subcontractors daily manpower and daily work progress to be reported to our Client and also Daelim Managers.
- Maintaining the status of all drawings/procedures/specifications/method statement for use at site. Ensuring that such documents shall have “Issued for Construction” stamp and all previous revisions shall be stamp as “OBSOLETE” and filed separately.
- Update Daily Manpower Report to CIMS (Construction Integrated Management System)
- Maintain the risk management process organizing periodic meetings and verifying the risk owner’s feedback.
- Support the Project Control Manager in the preparation of the Project close-out report and the cost feed-back data to Project Control Departments.
- Coordinate and work with internal departments and external agencies with regard to events / projects.
- Support the Planning & Schedule Manager of proper submission of **System Completion Turnover** to Client for their review/comments.
- Assist in project close-out and handover/archiving activities.
- Keeping the Construction data Safe & Easy Tracking.

Position : **Document Controller** - Jan 2006 - May 2006
 Location : San Pedro, Laguna, Philippines
 Company : JR Plastic Manufacturing Corporation Ltd.

Position : **Secretary/clerk** - Jun 2004 - Dec 2004
 Location : Provincial Capitol, Catanduanes Philippines

Position : **Assistant Computer Technician (OJT)** -Dec 1, 2003 - Jan 10, 2004
 Company : FITI (FillInvest Information Technology Inc.) Festival Mall.
 Location :Alabang, Muntinlupa City, Philippines

SKILLS

- **WEB DESIGNING** - Adobe Photoshop, Flash, Macromedia Dreamweaver.
- Computer Technician
- Using MMS Material Management System for Procurement/MRR Material Receiving System.
- **Using All MS OFFICE APPLICATION & Adobe Acrobat Professional**
- **Using DMS Database Management System for Document Control**
- Panorama Factory & Picasa software for Editing Pictures.
- CIMS (Construction Integrated Management System) **for monitoring M/P, Welding, Hydro Testing & Daily Construction Progress.**
- **OMIS Overseas Management Integrated System - for Cost Control Related Work**

TRAININGS/SEMINARS

Basic Cisco Router Configuration& Voice Over IP
 FillInvest Information Technology Inc. Jan 10, 2004- Jan 12, 2004
 Computer Literacy Enhancement Training Program - TESDA
 Virac,Catanduanes
 Oct 15, 2003- Oct 29, 2003
 LAN Installation/Configuration & Internet Sharing
 Catanduanes State Colleges Aug 18, 2003- Aug 21, 2003 **Web Page Design**
 Catanduanes State Colleges Jul 1, 2003-Jul 20, 2003
 Global System for Mobile Communication - CICT-SBO/Globe TELECOM

Catanduanes State College Apr 22, 2003- Apr 22, 2003

PERSONAL DATA

Age: 37
DOB: Jan 24, 1983
Passport P3045786A
Gender: Male
Status: Married
Height: 5'4"
Nationality: Filipino
Religion: Roman Catholic
Address: Polomolok South Cotabato Philippines

REFERENCES

Mrs. Luz Castrodes Prudente
Sapphire St. Gate 3 Kaunlaran,
Poblacion, Polomolok, South Cotabato Philippines



Green International

Project Managers, Construction Managers & Training Providers



This is to certify that

Dr./Mrs./Ms./Mr. **Victor Emmanuel T. Robles**

has attended / successfully completed

CCP™ Certification Exam Preparation Course for 40 Hours of Cost Professional Education

From “ 14th September 2018 to 4th January 2019 as per the Skills & knowledge of Cost Professional 6th Edition

Course ID : GICEQ200 He has been awarded 35 PDU’s Certificate Number : KW 6046

Kamal Afify

Mr. Kamal Afify

General Manager/ Training / MBA / PMP

.....
Authorized Signatory



Asif Kadiwala

**Eng. Asif Kadiwala,
BE, GDCCPM, PMP, CCP, EVP, PSP**

.....
Faculty / Program Co-ordinator

Date : 31st Aug 2020

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Victor Emmanuel Robles, Philippine Citizen, holder of Passport No. P3045786A has been employed as Cost Controller from 31 March 2011 to 31 Aug 2021.

He was worked in our various prestigious projects under Kuwait National Petroleum Company for LPG Train-4 and Sulphur Handling Facilities - Revamp & New Project

During the tenure of his service with us, we found him to be honest, energetic, responsible and cooperative. He is highly reliable employee who can work independently and has adequate knowledge of his work. We do highly recommend him for any successful company and wish him a bright future throughout his carrier.

We wish him all success in his future endeavors.

For Daelim Industrial Company Ltd.



Jio Kwon
Administration Manager



Date : July 31, 2016

Subj. : **CERTIFICATE OF EMPLOYMENT**

To whom it may concern,

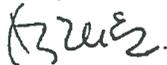
This is to certify that the below employee was employed by
Daelim Industrial Co., Ltd., Kuwait.

Name : **Victor Emmanuel Robles**
Passport # : **EB 8178789**
Nationality : **Filipino**
Emp. Contract : **LPG4-EC-051**
Starting Date : **31-Mar-2011**
End Date : **31-July-2016**
Job Title : **Cost Controller**

In this project **Daelim Industrial Company, Ltd.** is engaged in the Engineering, Procurement and Construction (EPC) of LPG Train 4 Project. A project contracted to **Kuwait National Petroleum Company** in Mina Al Ahmadi Refinery, Kuwait

This certification is issued upon the employee's request for whatever purpose it may serve him.

Sincerely,



Jae-Won, Suk
Project Control Manager
Daelim Industrial Co., Ltd
LPG Train 4 Project MAA Kuwait



Date : June 30, 2015
Ref.# : EC-DIC-2015-06/01

Subj. : **CERTIFICATE OF EMPLOYMENT**

To whom it may concern,

This is to certify that the below employee was employed by
Daelim Industrial Co., Ltd., Kuwait.

Name : **Victor Emmanuel Robles**
Passport # : **EB 8178789**
Nationality : **Filipino**
Emp. Contract : **LPG4-EC-051**
Starting Date : **31-Mar-2011**
End Date : **30-Jun-2015**
Job Title : **Cost Controller**

In this project **Daelim Industrial Company, Ltd.** is engaged in the Engineering, Procurement and Construction (EPC) of LPG Train 4 Project. A project contracted to **Kuwait National Petroleum Company** in Mina Al Ahmadi Refinery, Kuwait

This certification is issued upon the employee's request for whatever purpose it may serve him.

Sincerely,


Jae Won, Suk
Project Control Manager
Daelim Industrial Co., Ltd
LPG Train 4 MAA Kuwait




Byung Suk, Kwon
Cost/Estimating Engineer
Daelim Industrial Co., Ltd.,
LPG Train 4 MAA Kuwait

Date: 18 January 2011

CERTIFICATION

To Whom It May Concern

This to certify that Mr. Victor Emmanuel T. Robles, Filipino National with Passport No. XX2091393 has been employed by this Company (**DAELIM SAUDI ARABIA CO. LIMITED**) at South Plot Project, National Chevron Phillips (NCP) Petrochemical Plant, in Madinat Al-Jubail Al-Sinaiyah, Kingdom of Saudi Arabia from 18th October 2008 to 18th January 2011 in the position of Project Control **Cost Controller**.

In his above position Mr. Victor Emmanuel T. Robles has been found a very competitive and contributions to the project were very remarkable. We wish him every success in his future endeavors.

Sincerely,


Chur-Gyu Ree
Schedule / Planning Mngr.
Daelim, Saudi Arabia Co. LTD.
NCP, South Plot Project
Jubail, Saudi Arabia



Saudi Arabian Kent Co. Ltd
شركة كنت العربية السعودية



Engineers & Constructors

CERTIFICATE OF EMPLOYMENT

To Whom It May Concern:

This is to certify that **MR. VICTOR EMMANUEL T. ROBLES** of Filipino Nationality, **DOCUMENT CONTROLLER**, worked on the construction of SHARQ Saudi Arabia, Sharq 3rd Expansion Polyethylene Plant AL - Jubail Industrial City, Kingdom of Saudi Arabia from 30th October 2007 until 07 June 2008.

Mr. Robles performed his duties efficiently in a professional manner with a sense of responsibility. He has always maintained a good working relationship with his colleagues and superior.

The diligence, skill and aptitude he brought to bear the task assigned to him contributed to the timely completion of the project.

This certificate has been issued without any liabilities on the company and upon his own request; for whatever legal purpose(s) it may serve him.

We wish him every success in his future undertaking.

Yours faithfully,

Cyril Leahy
Project Manager
S.A. Kent Co., Ltd.
Sharq 3rd Expansion Polyethylene Plant
Al - Jubail Industrial City, KSA



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Tel : +966 1 4191681/1682/1683
Fax : +966 1 4191677

Branch Office :

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Tel : +966 3 8591829 Fax : +966 3 8591836
Email : admin@sakentz.com
www.kentz.com

C.R. 10:0089369:001 - paid up to capital 3,000,000 SR

المكتب الرئيسي:
ص. ب. ٦٠٧٥٢، الرياض ١١٥٥٥، المملكة العربية السعودية
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www.kentz.com

س. ت. ١٠٠٨٣٦٩/٠٠١ - رأس المال: ٣.٠٠٠.٠٠٠ ريال سعودي

