



ADRIAN D. HAPITA

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Objective of the function:

Responsible for New Installation Fulfilment Department; its day to day operations, to include all jobs under installations, rectification and free maintenance period of handed over projects prior to transfer to Portfolio Management

Educational and Professional Attainment:

**Tertiary: Sorsogon State University
Bachelor in Science in Electrical Engineering
2006-2011**

**Department of Science and Technology (DOST) Scholar
2006-2011**

**Electrical Engineering Board Examination Passer
2011**

Unique critical attributes:

- Adept in preparation of reports and documentations**
- High level of people influence and good communication skills**
- Good analytical thinker, team-player and can handle pressure to timelines but not compromise safety and health**
- Able to cater high demand of clients**
- Extensive drive in project management**

Languages:

- Good Communications Skills (English & Filipino)**

IT Skills:

- Computer literate**
- MS Office Applications**
- Lotus Notes**
- SAP**

Skills & Qualifications:

- Requirements Analysis**
- Project Management**
- Process Improvement**
- Technical Understanding**
- Documentation Skills**
- Safety Management**

Work Experience:

WILLECT BUILDERS INC

905 A. Maceda St, Sampaloc, Manila, Philippines

PROJECT ENGINEER

November 2011 – May 2013

- Maintains project schedule by monitoring project progress; coordinating activities; resolving problems
- Controls project plan by reviewing design, specifications, and plan and schedule changes; recommending actions
- Determines project schedule by studying project plan and specifications; calculating time requirements; sequencing project elements
- Prepares project status reports by collecting, analyzing, and summarizing information and trends; recommending actions.
- Maintains safe and clean working environment by enforcing procedures, rules, and regulations.
- Contributes to team effort by accomplishing related results as needed.

JARDINE SCHINDLER ELEVATOR CORPORATION

20F Tower 1, Insular Life Corporate Centre, Filinvest City, Alabang, Muntinlupa City

PROJECT ENGINEER

June 13, 2013 – March 1, 2018

- Review tender programmes and contract documents, attends pre-contract site meetings and provides technical experience
- Site inspections prior to the start of installation works
- Supervise/monitor approval process new installation projects of all drawing changes
- Checks, monitors and trains the assigned fitters and sub-contractors during the installation of equipment
- Monitoring layout preparation, and all on-going installation works in accordance with ISO layout drawings and specifications
- Supervise and follow-up with purchasing department regarding ordering of locally supplied materials
- Ensure that all documents from other departments are received by Projects Dept
- Review and approve sub contractor progress applications, claims and retentions
- Liaise with management the financial status with regards to progress billings
- Monitor inventory and documentation of materials
- Ensure quality of and safety of all installation works
- Supervise internal and external handover of elevator / escalator procedure
- Ensure quality of and safety of all installation works
- Ensure that the Company Safety Policy is practiced and lived by

JARDINE SCHINDLER ELEVATOR CORPORATION

20F Tower 1, Insular Life Corporate Centre, Insular Life Drive, Filinvest, Alabang, Muntinlupa City

PROJECT MANAGER

March 1, 2018 – present

- Organize an overall working plan for all installation projects
- Prepares progress report for every project
- Reviews documents, drawings, technical specifications, contracts, files, etc.
- Prepares overall Installation Programs and reviews this monthly

- Checks and approves all MRF, delivery receipts, time sheets, work orders, etc.
- Monitors NI project manpower
- Implements safety procedures on all ongoing sites, conduct safety inspections and meetings at site
- Responsible in directing the activities in compliance with corporate Safety and Health law and regulations

Seminars, Trainings and Affiliation:

- Institute of Integrated Electrical Engineers of the Philippines Region V, Bicol Region, Philippines
- Occupational Safety & Health (OSH) Certified
Makati City, Philippines
- Top Range Excellence (TREX) Project Management Level 3 Passer
Kuala Lumpur, Malaysia
- Fulfilment+ Project Management Trainor
Kuala Lumpur, Malaysia

Projects Completed:

Robinsons Cyberscape Alpha 35-Floor Storey Building Ortigas Center, Pasig City Manila, Philippines	Robinsons Cyberscape Alpha 42-Floor Storey Building Ortigas Center, Pasig City Manila, Philippines
Robinsons Tera Tower 20-Floor Storey Building C5 Road, Quezon City, Manila, Philippines	Ore Central 36-Floor Storey Building Bonifacio Global City, Taguig City, Manila, Philippines
Spectrum BPO Building 23-Floor Storey Building Alabang, Muntinlupa Manila, Philippines	Widus Hotel & Casino Expansion (On-going) 170,000 q.m Premium Leisure Destination, Clark Freeport Zone, Pampanga
West Aeropark Phase 2 (On-going) 3-Building Office Space Clark Global City, Pampanga, Philippines	