



Ocampo, Hernes Mendoza

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Birth date : **March 23, 1981**

Birthplace : **Guagua , Pampanga,
Philippines**

Height : **5 ft 10 in**

Weight : **170 lbs.**

Sex : **Male**

Civil Status : **Married**

Nationality : **Filipino**

Religion : **Roman Catholic**

Passport No: **P7615551B**

Languages : **English, Arabic, Filipino**

SUMMARY OF QUALIFICATIONS

- Highly skilled professional with 5 years experienced in Automotive mechanic
- Highly skilled professional with 13 years experienced in Quality Assurance, Quality Control & Site Supervisor.
- Highly skilled professional with 3 years experienced in Warehouse Supervisor.
- Hardworking, and well organized and can work under supervision.
- Adapts easily in any work environment and condition.

EDUCATIONAL BACKGROUND

- **Bachelor of Science in Information Technology**
 - ❖ **Megabyte College of Science and Technology**
Philippines
- **Bachelor of Science in Electrical Engineering(Undergraduate)**
 - ❖ **Don Honorio Ventura State University**
Philippines
- **High School**
 - ❖ **St. Michael's College**
Philippines
- **Elementary**
 - ❖ **St. Michael's College**
Philippines

COMPUTER LITERACY

- **Windows Base Applications**
 - ❖ **Microsoft Office**
 - ✓ Microsoft Word
 - ✓ Microsoft Excel
 - ✓ Microsoft PowerPoint
 - ✓ Microsoft Access
 - ✓ Microsoft Project
- **Auto Cad Program**

WORK EXPERIENCE

➤ **Automotive Mechanic** **CASA ENZO AUTOMOTIVE SERVICE CENTER**
National road San Juan, San Fernando, Pampanga
September 2019 to November 2023

- ❖ Inspect vehicle computer and electronic systems to repair, maintain and upgrade
- ❖ Conduct routine maintenance work (replacing fluids, lubricating parts etc.) aiming to vehicle functionality and longevity
- ❖ Schedule future maintenance sessions and advise motorists on good vehicle use
- ❖ Repair or replace broken or dysfunctional parts and fix issues (e.g. leaks)
- ❖ Provide accurate estimates (cost, time, effort) for a repair or maintenance job
- ❖ Keep logs on work and issues
- ❖ Maintain equipment and tools in good condition
- ❖ Using manual and computerized diagnostic methods to identify potential problems in a car
- ❖ Explaining mechanical problems and possible solutions to clients
- ❖ Planning work and testing procedures using charts, experience and other organizational methods
- ❖ Testing parts and systems to ensure they work correctly
- ❖ Ensuring all critical parts are checked and tested
- ❖ Performing basic automotive care, including changing oil and rotating tires
- ❖ Repairing or replacing worn, old or defective parts of a car
- ❖ Repairing or modifying a car to a client's specifications, if possible

➤ **QA/QC Supervisor** **DUTCH FOUNDATION COMPANY (Piling Works)**
Continuous Flight Auger (CFA) Temporary Casing (TC)
Abu Dhabi, United Arab Emirates
March 2007 – August 2019

- ❖ Experienced in vertical, horizontal piling works construction
- ❖ Contract execution, project supervision and monitoring, evaluation of work progress and accomplishments by Contractors.
- ❖ Responsible for all kind of document that are needed in site.

- ❖ Responsible for the Quality Assurance and Quality Control monitoring, verifying and Responsible for piling works, such as the Quality, Quantity and all of kind of test that are required.
- ❖ Responsible for Site inspection, and preparing daily report weekly reports, monthly reports.
- ❖ Responsible for all kind of report in Quality Assurance and Quality Control
- ❖ Responsible for the Coordination among the persons assigned in that work for the verification and confirmation regarding the status of work information report.
- ❖ Attend meetings with Client and clarify planning strategies
- ❖ Check for piling area and piling points coordinates
- ❖ Supervise and monitor daily piling activities of the project
- ❖ Prepare weekly and monthly reports for clients
- ❖ Liaise with clients, consultants and sub-contractors
- ❖ Ensuring Risk Assessment / Job Hazard Analysis is done in advance of commencement of activities and ensuring all preventive control measures are in place
- ❖ Interact with Safety and ensure all permits are available for works on site and all safety precautions are taken
- ❖ Develop look ahead program and resource requirements of manpower and equipment and materials
- ❖ Review project progress on regular basis
- ❖ Coordinating with the independent testing laboratory to ensuring necessary resources are provided
- ❖ Coordinating the interface between other secondary subcontractors on site
- ❖ Implementing and coordinating corrective actions to arrest slippages are being implemented and securing necessary resources for the same
- ❖ Ensuring all variation items are immediately acknowledged and confirm intentions to claim in coordination with the Project Manager
- ❖ Develop look ahead program and resource requirements of manpower and equipment and materials
- ❖ Ensuring site activities are all coordinated to meet program requirements and that the construction activities are as per the look ahead program
- ❖ Ensuring material, equipment and required manpower are requested and are available on site as required and their optimal utilization
- ❖ Ensuring works are done in strict compliance to Safety and Quality requirements

➤ **Warehouse Supervisor**

SAHID SENDIRIAN BERHAD (Engineering Works)

Negara Brunei Darussalam

June 2002 to April 2005

- ❖ Responsible for receiving all incoming materials in warehouse.
- ❖ Responsible for verify the received materials and forwarding the supplier's Note to concern inspection personnel.
- ❖ Responsible for maintenance of Stores and Stores documentation/records and issuing the stock item & maintaining the Stock register.
- ❖ Responsible for making inventory for weekly monthly, yearly reports.
- ❖ Responsible for the Quality Control report of the material that are using on site.
- ❖ Responsible for the inspection of the incoming and outgoing materials in warehouse.
- ❖ Responsible for all document needed in warehouse. (Document Controller)
- ❖ Responsible for warehouse inspection, Responsible for all kind of report that are required.
- ❖ Responsible for the Coordination among the persons assigned in that work for the verification and confirmation regarding the material that are using in work site and work information.

I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge and belief.



Applicant Signature