

## MARIA DIANA G. FUENTES

Address: Blk 328 Sembawang Crescent, #12-04 S750328

Email: [mdgf\\_17@yahoo.com](mailto:mdgf_17@yahoo.com)

Mobile No.: +65 98208175

Availability – One month notice



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### **QUALIFICATION/SKILLS:**

Estimate, AutoCAD, Tekla Structures (Basic 2d Editing), Microsoft Office (Word, Excel, Powerpoint).

### **WORK EXPERIENCES:**

#### ➤ **ANDERCO PTE LTD.**

June 21, 2021– Present      Add: No. 3 Tuas View Circuit, LBG Building, S637645

##### **Quantity Surveyor:**

- ◆ Preparation of tender requirements, quantity take off and provide costing & sourcing out of supplier & sub-con.
- ◆ Monthly submission of progress claim, follow up on payment certification & final accounts.
- ◆ Review work order, evaluation of submitted claims from suppliers for payment processing.
- ◆ Re-measurement of quantities for any cost implication for variation works.
- ◆ Coordination with site supervisor for work progress on site.
- ◆ Any other duties required by the management.

##### **Projects Handling:**

- ◆ Sinohydro Corporation Limited (Singapore Branch) – Contract T217 Construction of Napier Station and Tunnels for Thomson Line (Supply, Fabrication, Delivery and Installation of Glass Enclosure, Glass Lift, Tree Top Canopy/ Entrance Roofing/ Taxi Drop-Off, Linkways/ Walkways, Aluminium Louvers and Structural Steel Works)
- ◆ Lum Chang Interior Pte Ltd – Contract T311 Construction of Bedok South Station and Tunnels for Thomson-East Coast Line (Supply, Fabrication, Delivery and Installation of Structural Steel Works)
- ◆ Shanghai Tunnel Engineering Co (Singapore) Pte Ltd – Contract T305 Construction of Katong Park Station and Tunnels for the Thomson- East Coast Line (Supply, Fabrication, and Installation of Structural Steel Works)
- ◆ Hyundai Engineering Co., Ltd (Singapore Branch) – Secondary Steel Works
- ◆ Rich Construction Company Pte Ltd – Proposed Multi-User (B2) Industrial Development on Plots 7,8,9 & 10 at Bulim Drive – Bulim Square (Supply and Installation of Catwalk, Catladder and Shipladder)

#### ➤ **PENG CHENG CONSTRUCTION & ENGINEERING PTE LTD.**

Nov 2, 2020 – June 07, 2021      Add: 21 Woodlands Industrial Park E1, #02-03 S757720

##### **Quantity Surveyor:**

- ◆ Prepared tender requirements, quantity take off and provide costing & sourcing out of supplier & sub-con.
- ◆ Submitted monthly progress claim, follow up on payment certification & final accounts.
- ◆ Significant documents (RA, MOS and Lifting Plan) for main-con approval.
- ◆ Re-measurement of quantities for any cost implication for variation works.
- ◆ Coordination with site supervisor for work progress on site.
- ◆ Any other duties required by the management (workers time sheet).

##### **Projects Handled:**

- ◆ Wee Poh Construction Co. P/L – Anchorvale Crescent Executive Condominium (RC Structural Works)
- ◆ Ho Lee Construction P/L – Building Works at Tengah Garden Contract 1 & Common Green (RC Structural Works)

#### ➤ **L E CONSTRUCTION & ENGINEERING PTE LTD.**

July 16, 2018 - July 28, 2020      Add:32 Joo Koon Road S628985

##### **Quantity Surveyor:**

- ◆ Evaluation of tender, prepared quotation and other required for submission.
- ◆ Assessed and submitted progress claims, cost implication for variation works, payment certification & final accounts.
- ◆ Reviewed and verified subcontractor's/ supplier's claims, payment certificates and seek approval from Superior.
- ◆ Coordinate with site supervisor for work progress on site.
- ◆ Sorted materials delivered & collected on site, assist in budgeting cost, cable detection & NCE application.
- ◆ Any other duties that may be assigned from time to time (purchase order)

**Projects Handled:**

- ◆ Polink Engineering P/L – 20 How Sun Drive (Temporary Sheet Piling & Strutting Works)
- ◆ Lian Beng Construction (1988) P/L – The Jovell (Flora Drive) (Sheet and Soldier Piling Works)
- ◆ Decon Builders P/L – 16 Begonia Road Branch (Temporary Soldier Piling & Strutting Works)
- ◆ XP Builder P/L – Tembusu (Jurong Island) (Temporary Soldier Piling and Strutting Works)
- ◆ Tong Shing Contractors P/L – Woodlands Avenue 4 (Sheet Piling Works)
- ◆ Macbuild Construction P/L – Marina Centre 22/ Republic Boulevard (Temporary Soldier Piling Works)
- ◆ Megastone Holdings P/L – Newton Circus (Temporary Sheet Piling and Strutting Works)
- ◆ Kim Seng Heng Engineering Construction P/L – Rivervale Community Centre (Temporary Sheet Pile & Strutting)

➤ **SRS CONSTRUCTION & ENGINEERING (S) PTE LTD.**

October 17, 2016 – July 13, 2018 Add: 25 Kaki Bukit Rd 4, #05-35 Synergy @ KB S417800

**Quantity Surveyor:**

- ◆ Responsible for taking off measurement, provide costing and other tender requirements
- ◆ Significant documents (RA, MOS and Lifting Plan) for approval.
- ◆ Attend site visits and familiarize with the project site progress and ask for any clarification.
- ◆ Handled, follow up progress claim, progress certification, variation orders and settlement of final accounts.
- ◆ Reviewed invoices, purchase order & work order, evaluation of & certification of subcontractor's claim.
- ◆ Discussed with Engineer about for work progress & materials on site.
- ◆ Ad-hoc duties required by the management (filing of workers documents/ booking training courses, letter of appointment & workers time sheet).

**Projects Handled:**

- ◆ Contract T217 – Napier Station - Yongnam Engineering & Construction P/L – Steel Strutting & Decking Works
- ◆ Contract T212 – Upper Thomson Station - HIROSE (Singapore) P/L – Steel Strutting & Decking Works
- ◆ Contract T210 – MayFlower Station – Gammon Construction Limited Singapore Branch - Cutting and Removal of King Post & Steel Pipes
- ◆ Funan Re- Development @ North Bridge Road – TTJ Design & Engineering P/L - Erection of Structural Steel Works (Columns, Beams and Bondek Sheets)
- ◆ NS2 - Cable Tunnel (Ang Mo Kio/ Tagore/ Mandai Ventilation Building @ Upper Thomson Road) - Yongnam Engineering & Construction P/L - Temporary Sheet Pile, Soldier Pile and Strutting Works
- ◆ Jurong West Data Centre Project - TTJ Design & Engineering P/L - Erection of Structural Steel Works
- ◆ Airport Boulevard (Jewel Project) – Quanfeng Engineering Contractor P/L - Temporary Bondek Sheet Works

➤ **FUCHIANG CONSTRUCTION PTE LTD.**

April 2013 – Aug 2016 Add: 6 Harper Road, #06-06, Leong Huat Building S369674

**Quantity Surveyor/ Cad Operator:**

- ◆ Carried out Quantity take-off for tendering of projects
- ◆ Prepared progressive claims and potential variation claims at regular intervals of the project.
- ◆ Significant documents (Risk Assessment & Method of Statement) for approval.
- ◆ Furnished shop drawings and or with revisions if needed (AutoCad)
- ◆ Testing Requirement (NDT/ Material Test) to a specific job site.
- ◆ Coordinate with site engineer of materials delivered on site.
- ◆ Admin work (Filing of Workers Documents and Letter of Appointment).

**Projects Handled:**

- ◆ Hexacon Construction P/L - Tampines Town Hub (Installation of Strutting, Ground Anchor & Decking)
- ◆ Lum Chang Building Contractors P/L - North Point City, Yishun Ave 2 (Installation of Strutting & Decking)
- ◆ Tiong Seng Contractors P/L - Stamford Diversion Canal Contract 2, River Valley Rd (Strutting Works)

➤ **ENVO GREEN HEAVY INDUSTRY Co., Ltd.**

Nov 28, 2009 - Nov 28, 2012 Add: #738 Feng-Ping 1<sup>st</sup> Road Ta-Liao District, Kaohsiung City, Taiwan 831

**Project Engineer/ Cad Operator:**

- ◆ Arranged of work activities regarding external and internal scheduling.
- ◆ Prepared shop drawings & dimension inspections data together with clients for site checking.
- ◆ Weekly meetings and monthly progress reports required by the other party.
- ◆ Send reports to clients through emails provided with relevant documents.
- ◆ Filing of delivery notes, invoices & fabrication photos & inspection reports.
- ◆ Drawings issued and control of all documents.

**Projects Handled:**

- ◆ Blast Furnace Plant No. 2 – Combustion Duct, PCI Silo, Stockhouse Dedusting and Tuyere Stock Equipment (Siemens VAI, UK)
- ◆ AMT No.1 – Top Gas Ignition Lance (Siemens VAI, Brazil)
- ◆ Annular Scrubber Cone – Vizag Steel India/ Tata Port Talbot (Siemens VAI, UK/ India)
- ◆ Codelco MMH Roasting Plant – Cyclones, Cooling Tower, Duct, Pipe, Chutes (Outotec, Sweden)
- ◆ Codelco MMH Sulphuric Acid Plant – Drying, Intermediate/ Final Absorption Tower & Tanks (Outotec, Chile)
- ◆ Steel Structure Warehouse (Ho Chi Minh, Vietnam)

➤ **DIRECT DETAILING, INC.**

Jul 16, 2008 – Sept 29, 2009 Add:3<sup>rd</sup> Flr, MC Bldg.,115 National Rd, Bayanan, Muntinlupa City, Ph 1772

**Structural Steel Detailer/Cad Operator:**

- ◆ Prepared shop drawings for beam & column details, connections (details for structural steelwork) using AutoCad.
- ◆ Estimated quantity, length and weight of steel member for project for bidding.
- ◆ Amend necessary adjustments and changes caused by RFI responses and drawing revisions.
- ◆ Do fit checking of structural steel materials assigned.

**Projects Handled:**

- ◆ Carl Jr. (Irvine, California 92614)
- ◆ Sprouts Market (9861 Adams Avenue, CA)
- ◆ Old Town Infrastructure Project (PCL Construction Co., Temecula, CA)
- ◆ Miracle Mile (American Constructors, L.A., CA)
- ◆ Equinix LA4 Data Center (El Segundo, CA)

➤ **RT GLOBAL DETAILING AND CONSULTING, INC.**

Jan 2008 – Jul 2008 Add: 8<sup>th</sup> Flr, Kings Court Bldg.1, 2129 Chino Roces Ave., San Lorenzo, Makati City, Ph 1231

**X-Steel Operator/Cad Operator:**

- ◆ Preparation of shop and erection drawings using X-Steel (Basic)
- ◆ 2D Editing (X-Steel version 12.0 & 13.0)
- ◆ Scrubbed modified shop drawings (IntelliCad 6.3 & AutoCad)

➤ **PERFORMANCE CONTRACTING, INC.;**

Jun 2007 - Dec 2007 Add: 35-A 8<sup>th</sup> Ave., Cubao, Quezon City, Philippines 1109

**Asst. Project Engineer/CAD Operator:**

- ◆ Assisted Site Engineer about workload schedule based on manpower & materials availability.
- ◆ Checked progress on site based on actual materials installed.
- ◆ Provide sketches/drawings using AutoCad needed by the Engineer.
- ◆ Progress accomplishment report and cutting list/ estimates.
- ◆ Reviewed and checked purchase order, payroll, organizing documents.

**EDUCATION:**

- ◆ Name of Institution: **Samar State University**
- ◆ Degree: **Bachelor of Science in Civil Engineering**
- ◆ School Year: **March 2006**

**TRAININGS/ SEMINARS:**

- ◆ **Bluebeam Training - Sept. 15-16, 2021**  
DK Outsource Pte Ltd – 33 Ubi Ave 3, Vertex Tower A, #05-54 S408868
- ◆ **Construction Safety Orientation Course for Workers (Dec. 12-13, 2016)**  
Ever Safe Consultants Pte Ltd - 3, Soon Lee St., #04-16/17, Pioneer Junction S627606
- ◆ **Micro Station V8i (2-Dimensional) Training (Jan. 7-12, 2013)**  
Innovative Cad Solutions, Manila, Philippines
- ◆ **On-The-Job Training (April 9 – May 23, 2013)**  
MR Builders Group, Inc. Dapitan St., Metro Manila, Philippines

**REFERENCES: - AVAILABLE UPON REQUEST**