



# Zerah Arlando

## Personal Profile

To apply my knowledge, skills, and expertise to a new professional setting and to work in a motivating working environment where there are opportunities for responsibilities and professional development towards career advancement and contribute to the growth and development of the organization.

## Contact

 January 13, 1996

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 zeraharlando@gmail.com

 Phase 1, Package 4, Block 62, Lot 4  
Bagong Silang, Caloocan City

## Work References

**Rizza M. Caperlac**

HR Associate II

Jethrock Construction Corporation  
+63919 089 0027

**Christian Paulo C. Tungol**

Technical Assistant

PHINMA Property Holdings Corporation  
+63906 772 5025

**Jenny S. Gunda**

Accountant III

Commission on Elections  
+63977 267 4123

## Skills

- Proficient in using MS Office applications (MS Excel, MS Outlook), PlanSwift and CAD measure
- Knowledge in the use of ERIC ERP, SAP, and Oracle Cloud
- Advance experience with Google Workspace and MS Teams
- Strong analytical and problem-solving skills
- Organization and time management skills
- Independent worker who is able to work well with minimal supervision
- Schedule coordination
- Proactively contributes to the team
- Demonstrate strong interpersonal, communication, and presentation skills
- Results-oriented with the ability to deliver against deadlines.
- With a driver's license and knows how to drive light vehicles

## Education

● TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES

Bachelor of Science in Civil Engineering

● 2012-2018

● BAGONG SILANG HIGH SCHOOL

Sixth Honorable Mention

● 2008-2012

● MATER CARMELI SCHOOL

● Graduated 2008



## Work Experience

### **COST ENGINEER**

#### **Jethrock Construction Corporation**

*January 2022 - present*

- Properly allocate actual costs and commitments for all projects to correct cost codes and ensure budget, commitment, incurred, and forecast costs are updated in the cost control system
- To control and minimize the deviation from budget and ensure that the project is completed within the approved budget
- Check all materials requisition coming from the other projects if it is in accordance with the specifications
- Prepare estimates of material and labor costs
- Assists in the preparation of evaluation of proposals/quotations of sub-contractors
- Evaluates and control progress billings for the sub-contractors
- Perform analytical reviews and check cost reporting documentation and present cost status forecast updates to the Operations team and client
- Coordinate and work with the project management team to resolve project issues to ensure the completion of the project works

### **COST AND SCHEDULE ENGINEER**

#### **PHINMA Property Holdings Corporation**

*January 2021 - June 2021*

- Calculates and manages all cost-related aspects of the project
- Ensures that the construction project is completed within the projected budget
- Prepare project budget and schedule using MS Excel and/or other engineering software (MS Project and Oracle Cloud)
- Create weekly cost monitoring reports by overseeing all materials request and checking cost codes in the purchase request
- Provide weekly accomplishment reports and prepare a certificate of completion monthly
- Monitor efficient use of materials by providing a material request monitoring sheet prior to withdrawal



## Work Experience

### **COST CONTROLLER**

#### **Makati Development Corporation**

*July 2019 - January 2021*

- Monitors and allocates the budget of the project using SAP software
- Checks if the materials, manpower, and equipment requisition is within the budget
- Ensures that the construction project is completed within the projected budget
- Reviews, validates, and keeps a record of all site-initiated Purchase Requisitions
- Analyzes and prepares monthly cost status reports
- Provide critical assessment of all budget and cost projections
- Updates Cost to Complete and Cost at Completion
- Coordinates and reconciles all cost monitoring and POC concerns of the project to the Planning Engineer and Accounting Team

### **SCHOOL ADMINISTRATOR**

#### **Love and Wisdom Tutorial Learning Center, Inc.**

*June 2014 - July 2019 / June 2021 - January 2022*

- Manages Google Workspace for Education admin account
- Register new students, maintain confidential student records and transfer records for students moving to other schools
- Enroll students in LIS - DepEd (Learner Information System)
- Oversees faculty and staff for the purpose to develop their office skills
- Uses computer database or filing system to update records as necessary
- Manages and updates the school calendar
- Provides administrative support to the principal or other upper-level administrators as needed
- Assists in designing and drawing up informational materials for parents and students
- Accepts and processes tuition payments from parents
- Creates presentations and schedules meetings
- Prepares a wide variety of reports and written materials (e.g. correspondence, agendas, School Handbook, programs, etc.) to provide information
- Responds to inquiries from a wide variety of internal and external parties