

# REMER B. JALBUNA

ELECTRICAL ENGINEER, CSSYB, CSSWB, PCFM

## CONTACT

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Valenzuela City, NCR

## EDUCATION

### MBA in Financial Management

Polytechnic University of the Philippines

2023 - Present

### BS in Electrical Engineering

University of the East

1998 - 2003

## LICENSES & CERTIFICATION

### Board of Registered Electrical Engineer

PRC

2015

### Certified Six Sigma Yellow Belt

eLearning PH

2023

### Certified Six Sigma White Belt

Six Sigma PH

2023

### Leadership Management and Development Program

Eton Properties Philippines Inc.

2017

### Professional Certification in Facilities Management

University of the Philippines

2015

## REFERENCES

### Kim Francisco

0917 - 593 - 4086

### Aldrin Almario

0917 - 895 - 5976

### Ariel Julianda

0998 - 840 - 2521

## PROFILE

An Entrepreneur and Registered Electrical Engineer with over 20 years of Real Estate and Asset Management experienced. Has strong leadership, organizational, teamwork and customer service skills.

Successfully managed, trained and developed a team of 45 people into a one goal workforce. Single-handedly managed, monitored and updated over 170 Properties into a risk free and profit driven asset.

## WORK EXPERIENCE

### Fixed Asset Manager

Premium Infinite Ventures Inc.

April 2023 to Present

- Creating the Policies and Guidelines of the Vault Management System and Fixed Asset Management System
- Creating of Fixed Asset Records of the Company
- Administer and Maintain the Fixed Asset Records
- Administer and Control the Vault Management System of Records
- Monitors and Advise Subs in assessment and payment of RPT, Insurance and Permits and Licenses of Fixed Asset
- Tracking and Tagging of Fixed Asset
- Leading the development of the Company's Fixed Asset Management System that includes monitoring and maintenance
- Review and investigate potential obsolescence of Fixed Asset and prepares recommendation for disposal
- Review and recommends potential cost savings on Operational Expenses and Capital Expenditures
- Conducts Research on latest Market Value and Coordinates with third party appraiser to recommend to the Management the right time for Acquisition or Disposal of Fixed Asset
- Assess and mitigate risk related to Fixed Asset operations

### Senior Property Manager

Academe Foundation Inc

January 2018 to March 2023

- Management of Operations, Maintenance, engineering and administration of the office 7 Storey Office building
- Attend to tenant's engineering, administration, security, housekeeping and maintenance concerns
- Conduct Periodic inspection on all Properties owned by the Chairman and reports to him the status, concerns and development
- Assess and recommend necessary repairs and maintenance on Asset of the Chairman
- Update yearly real property tax of the
- Administer, keep and update the recording of Asset
- Attend and recommend opportunities Asset
- Reports risk related and mitigation to Asset Operation
- Ensures compliance and process of various permits and certificates of individual Asset including payment of RPT
- Prepared Bills of Quantity
- Reviewed submitted cost for comparison
- Conducting due diligence prior to acquisition of Asset
- Monitors project progress and ensuring that it is executed efficiently, within budget and on time

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## MEMBERSHIP ORGANIZATION

### **The Fraternal Order of Eagles - Philippine Eagles**

Valenzuela Eagles Club - NCR 63  
Club Tribunal

### **Galguerra Cmpd Neighborhood Assoc.**

Valenzuela City  
Vice - President

### **PUP MBA Society**

PUP - MBA Students  
Member

### **Institute of Integrated Electrical Engineer**

Registered Electrical Engineer  
Member

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## WORK EXPERIENCE

### **Senior Property Manager**

Eton Properties Philippines Inc July 2009 to December 2017

- Ensure that the property complies with all relevant codes and regulations
- Assess and mitigate risks related to the property operations
- Implements safety and security measures
- Implements Preventive Maintenance schedule
- Coordinate and oversee maintenance and repairs
- Scheduled routine inspections and addresses issue promptly
- Manage relationships with contractors, service provider, LGU officers and unit owners
- Prepared and Manage Operating Budgets and Capital Expenditures
- Handles financial reporting and maintain accurate records
- Handles unit owner or customer inquiries, complaints and request related to their unit and home
- Coordinate with the team on resolutions
- Create guidelines and policies for the Construction, Safety and Security, Testing & Commissioning and Turn-over
- Reports update and concern to the Management and Condominium Corporation

### **Property Engineer**

CB Richard Ellis Philippines, Inc. March 2006 to June 2009

- Ensure that the property complies with all relevant codes and regulations
- Implements safety and security measures
- Implements Preventive Maintenance schedule
- Coordinate and oversee maintenance and repairs
- Scheduled routine inspections and addresses issue promptly
- Handles unit owner or customer inquiries, complaints and request related to their unit
- Reviews submitted renovation plans
- Procure materials and third party contractor needed for repairs and renovation

### **Operations Controlled Officer**

Robinsons Land Corporation July 2004 to March 2006

- Checking the operation of assigned Commercial Center if in compliance of the Company's Guidelines and Policies
  - Review and Assess contracted services performance in accordance to Contracts before the recommendation of releasing their retention
  - Perform monthly spot checking of the electrical and water meters, main meters and sub-meters to review their behavior and recommend to Engineering Department for replacement. Hence, explaining to the management the sudden increase or decrease of Monthly consumption
  - Compute and recommends the monthly utility rate, adjustment on common area air conditioning charges, and common area usage rate
  - Recommends to the management programs and protocols to conserve monthly utility consumption
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