



## Professional Profile:

Dedicated, professional, and experienced engineer who has been in the field of construction industry for nearly 9 years. Proficient in variety of office and engineering software. Excellent communication and time management skills. Reliable and strives to go above and beyond to deliver a project that meets the standard and expectation of the client. Excellent team player.



## Employment History:



### Procurement Officer (Technical System Division) Nesma Trading Co. Ltd. (Al Khobar, KSA)

JANUARY 2019 - JANUARY 2021

- Research and evaluate potential vendors and suppliers
- Request quotes and compare prices for maximum ROI
- Create and maintain good relationships with vendors and suppliers
- Negotiate appropriate contracts for pricing and supply
- Examine and review products and supplies to ensure quality and meets the standard of the client
- Track incoming inventory, delivery arrival time, note actual arrival time
- Organize and update database of suppliers, delivery times, invoices, and quantity of supplies



### Electrical Engineer (Technical) Dar Al Arabia - Architecture & Construction (Jeddah, KSA)

MARCH 2013 – MARCH 2015

- Coordinate all aspects of submittals, review and approvals for materials to be use in the project.
- Prepare specifications of materials to be use in site for inspection to ensure that materials conform to standards and client requirements.
- Receive, review, forward and track status of submittals (drawing and materials) and make an update report weekly.
- Initiate, prepare, review, track and distribute RFIs and organize and compile these data for future handover of the project.
- Provide engineering support for projects in various stages of design, estimating, planning and construction.
- Assist Estimators with analysis of proposal specifications and drawings to determine scope of work and required contents of estimate
- Expedites operations that delay schedules and alters schedules to meet unforeseen conditions.



## Jefferson Gabatin

ELECTRICAL ENGINEER

### Details:

Diffun, Quirino – Philippines  
+63917 725 0208  
jeffgabatin@gmail.com

### Skills:

Analytical Solving Skills  
Flexible and Adaptable  
Documentation & Control  
Ability to Multitask  
Effective Time Management  
Ability to Work in a Team  
Computer Skills

- Microsoft Office
- Autodesk AutoCAD
- Adobe PDF
- Adobe Photoshop

### Education:

Saint Louis University  
Baguio City, Philippines  
B.S. in Electrical Engineering

### Professional

### Qualification:

Registered Electrical Engr.  
Registration No.: 0043322



### **Scheduler and QC Inspector (Electrical)**

#### **Abdulrahman M. Al-Shalawi Establishment (Al Khobar, KSA)**

AUGUST 2010 – JANUARY 2013

- Prior to project start, create and revise preliminary master schedules for operations detailing the sequence of all work to be performed. (Using Primavera 3 and MS Excel).
- Assist Managers in creating short-term schedules, monitor such schedules to determine impact on master schedule, and help in formulating actions to correct scheduling problems.
- Provide information as needed on the content, modification, or presentation of project schedule by making weekly report and monthly report.
- Consult the appropriate project team members and Al-Shalawi's estimating procedures as a means of ensuring that proper planning is completed prior to the commencement of work.
- Witnessing and sentencing of all site inspections within the electrical works.
- Ensure that all inspection reports are accurate and that all attached documents are current status and are complying with the standards and specification of the project.
- Ensure all work is correctly prepared prior to any inspection being undertaken.
- Assist the site QC manager in the organization, maintenance and control of the quality system.
- Assist the QC manager and construction manager in resolving any discrepancies and ambiguities.



### **Facility Technician (Electrical Division)**

#### **Texas Instrument Philippines Incorporated (Baguio City, Phils.)**

FEBRUARY 2008 – MAY 2009

- Ensures proper operation and maintenance for all related Generator, UPS and Electrical System.
- Coordinate predictive and preventive maintenance program.
- Schedule and coordinate contractors for repair and maintenance of assigned equipment.
- Maintains accurate records for site Generators, UPS and Electrical System.
- Timely execution and compliance for related Preventive Maintenances.
- Timely execution for assigned Work Orders & service calls.



### **Character Reference:**

(Available upon request)