

Anna Almira E. Sabino

Registered Electrical Engineer (REE) License No. 0091888
Registered Master Electrician (RME) License No. 0063213

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CAREER SUMMARY

Years of Experience: 3 Years & 8 Months
Industry: Construction / Oil & Gas / Petrochemicals

More than 1 year of experience in Electrical and Construction industry as an Office Engineer. More than 2 years of experience on Oil and Gas / Petrochemicals Industry as Inside Sales Engineer. Responsible for producing quotation for the clients, coordination with suppliers and clients, technical reviews of the product requirements and specifications, logistics management, and document control of the projects.

Capable in Electrical Design such as lighting and small power layout, cable tray routing and layout, installation detail drawings and Material Take Off (MTO), market analysis, logistics management and document control. Involved in local commercial and residential projects. Handling local and overseas industrial projects mainly in supply of cable trays and bulk materials. Ability to calculate voltage drop, tray and conduit fill, lighting and power calculation, and cable sizing.

Knowledgeable in international codes and standards such as IEC, NEC, ANSI, NEMA. Proficient in using Microsoft Office. Knowledge of using Autocad.

EXPERIENCE

Wholesale Electric Asia (Philippines), Inc.
Alabang, Muntinlupa City

June 2022 – Present
Inside Sales Engineer

Job Description

- Production of quotations for customers in a clear, detailed, and accurate manner
- Maintain expert level of product knowledge and applications
- Articulate product positioning to both Sales teams and external Customers, including Competitor substitutions
- Providing and assisting colleagues on technical and engineering issues
- Negotiating and achieving deadlines for the submission of quotations
- Building relationships with customers and potential customers to understand their Requirements
- Helping with bids for new contracts and supporting buying activities
- Interpret customer performance requirements, gather proposals, specifications and related documents and liaise with stakeholders to convert specifications to cost estimates for new and current products
- Maintain accurate records of target accounts, opportunities, quotes, projects, contacts, and correspondence in company databases
- Communicating with customers to gain feedback on quotations
- Establish cost estimates of production processes and tooling costs and review alternatives or put forward recommendations for improvement

- Monitoring the stages of a project to make sure that costs are kept in line with forecasts
- Investigate and identify cost reduction opportunities through cost analysis review
- Planning job timescales
- Logistics Management
- Continuous coordination and monitoring of shipments and deliveries
- Managing Document Control Systems and Processes
- Ensuring compliance with document management standards and regulations
- Monitoring document revisions and maintaining version control
- Performing quality checks on documents to ensure accuracy and completeness
- Resolving discrepancies or issues related to document content or formatting -Monitoring document revisions and maintaining version control
- Technical, QC and FAT inspections

Tri-power Sales and Electrical Services
Commonwealth Quezon City

February 2020 – July 2021
Office Engineer

Job Description

- Responsible for coordinating between consultants, external agencies, contractors, property owners, and other utility services for assigned projects.
- Supervision of labor workers for all construction works that includes drawing of as-built, piping layout and wiring.
- Inspect work sites, monitor project budget and schedule.
- Checking and reviewing of project plans and drawings.
- Analyze and recommend changes to contracts and prepare necessary amendments in contract document.
- Submission of reviewed contracts for approval.
- Provide assistance to project manager and supervise office engineering construction.
- Perform inspection and prepare documents for entire contract work projects.
- Ensure all contract works in compliance with contract documents.
- Prepare weekly progress report of assigned project with assistance of schedules, costs, and performance analysis.
- Monitoring of all the equipment and materials used in construction.
- Perform inventory controls and keep quality standards high for audits.

TRAINING AND SEMINARS

- Business Central Training
 Wholesale Electric Asia (Philippines), Inc.
 Alabang, Muntinlupa

PERSONAL INFORMATION

Nickname : Aya
 Birth date : October 18, 1996
 Place of Birth : Caloocan City
 Sex : Female
 Civil Status : Single
 Citizenship : Filipino
 Religion : Catholic
 Passport No. : P0971377C
 Passport Expiration : July 18, 2032

EDUCATION

Degree : **BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING**
National University – Manila
551 M.F. Jhocson St. Sampaloc Manila
June 2016 – April 2019

License: : **REGISTERED ELECTRICAL ENGINEER (REE)**
Professional Regulation Commission
May 2024 (Passed)

: **REGISTERED MASTER ELECTRICIAN (RME)**
Professional Regulation Commission
Sept. 2019 (Passed)

CHARACTER REFERENCE

Available Upon Request

ATTESTMENT

I am keen to continue my career and prepared to work hard in order to achieve my professional objectives and I hereby declare that the information furnished above is true to the best of my knowledge.

Sincerely,

Ms. Anna Almira Sabino