

Phillip D. Cajigas

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OBJECTIVE

- Responsible for timely manner, accuracy and efficiency in any document management system. Controlled and logs documents numbering, sorting, filing, storing and retrieval of both electronic and hard copy of files done submitted by Department Heads, Engineer's, Project Manager and other Responsible Person. Can easily adopt environmental management systems procedure providing personal execution of my expertise and more accountable by the management which also help to improve my professionalism.

EMPLOYMENT HISTORY

July 08, 2019 – January 26, 2020 [6 months]

Department: **Project Document and Data Management – [PDDM]**

Company: **Fluor Daniel Inc. – Philippines**

Address: **11th Floor TGU Tower Asiatown IT Park Apas Cebu City Phils.**

Projects Handled

1. Client Name: **LNG Canada Development Inc. – [LNGC]**
Project Name: **LNG Canada Project**
Project Cost: **2,040,750,730,971.40 PHP / (40,000,000,000.00 USD)**

Position: **Document and Data Management Technician III**

Work Description

- Check Lotus email notification for documents processing procedure.
 - Receive outgoing calls for document verification.
 - Downloading and uploading Transmittal Files from ProArc – Coreworx.
 - QA and update the documents as RE advice or other responsible person.
 - Perform SQCK review Transmittal Files (Inbound/incoming) perform QA, upload and update documents which RE to review and consolidate the documents.
 - Processing consolidated Transmittal Files (Outbound/Outgoing) perform QA and upload document which required final stamp and code.
 - Sending Lotus Email for notification where Transmittal Files has been updated to Coreworx.
 - Easily perform critical task for urgent processing, critical revision and other advice.
 - Perform other activities as needed.
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September 24, 2014 – December 29, 2018 [4 years and 2 months]

Department: **Cost Control Engineering Department**

Company: **Joannou & Paraskevaides (Overseas) Ltd. KSA – [J&P]**

Address: **King Fahd Road, At Tarif Al Jadid, 913 – P.O. Box 5881 Riyadh 11432 KSA**

Projects Handled

1. Client Name: **Saudi Basic Industries Corporation – [SABIC]**
Project Name: **R1 Al Waseel Hills Riyadh KSA**
Project Cost: **2,094,000,000.00 SAR / (558,400,000.00 USD)**
2. Client Name: **Saudi Basic Industries Corporation – [SABIC]**
Project Name: **King Khalid RC Rehabilitation Center**
Project Cost: **25,050,000.00 SAR / (6,680,083.00 USD)**
3. Client Name: **Ministry Of Interior – [MOI]**
Project Name: **King Abdullah Biz Aziz Project – 2D Hafr Al Batin**
Project Cost: **542,898,742.37 SAR / (144,774,807.63 USD)**

Position: **Cost Control Analyst [Clerk]**

Work Description

- Daily check Outlook Email for memo, updates and other reference.
- Review and QA WBS site activity to easily identify cost code according to ERP.
- Prepare Target Output excel file which data prepared responsible Engineer's.
- Extract data from SAP and prepare excel file.
- Perform Utilization document file for plan estimation and analyze project plan.
- Perform excel file for Site Production Data.
- Perform excel file for variation data (Actual Production and Plan Production).
- Perform (PCR) Project Cost Report and Camp and Utilities Report.
- Submit report to Operation Center and Site Project Manager.
- Can perform other activity task as needed.

June 9, 2011 – October 30, 2013 [2 years and 4 months]

Department: **Work and Materials Control Center – [WMCC]**

Company: **King Faisal Specialist Hospital and Research Centre [KFSH&RC]**

Address: **Zahrawi St. Al Maather, Riyadh – P.O. Box 3354 Riyadh 11211 KSA**

Projects Handled [*Maintenance*]

1. Client Name: **Utilities and Maintenance Department – [UMD]**
Project Name: **King Faisal Specialist Hospital and Research Centre – [KFSH&RC]**

Project Cost: **0,000,000.00 SAR / (0,000,000.00 USD)**

Position: **Data Entry Management [Operator]**

Work Description

- Daily receive job order and transmittal report, and other clerical memo as required.
- Review and verify its entry, including clarification of job order.
- Perform data entry in Oracle system.
- Extracting data of SAP to issued new job order.
- Can perform other activity task as needed.

August 16, 2008 – October 20, 2009 [12 months]

Department: **Hydro Testing Engineering Department – [HTED]**

Company: **Saudi Arabian Ltd. Saipem – [SAIPEM]**

Address: **Al Anwar Dammam – P.O. Box 30251 Al-Khobar 31952 KSA**

Projects Handled

1. Client Name: **Saudi Arabian Oil Company – [Aramco]**
Project Name: **Khurais Oil Field – Khurais Megaproject**
Project Cost: **3,594,000,000.00 SAR / (958,411,980.00 USD)**

Position: **Hydro Technician [Draftsman]**

Work Description

- Daily receive rectified isometric drawing.
- Calibrate pressurized valve and pressure gauge as required PSI.
- Preparation of tools and equipment used for hydro testing.
- Installation tools and equipment used for hydro testing.
- Perform hydro testing (air, water, oil).
- Inspect and observe.
- Conduct report, test pack and rectified drawing.
- Preparation of report for submittal.
- Safety precautions must apply while performing hydro testing.
- Can perform other activity task as needed.

EDUCATIONAL AND TRAININGS

1. November 2009 – December 2009

University: **Informatics Computer Institute – [Informatics]**

Address: **Ground Floor North Reclamation Area Mabolo, Cebu City – Philippines**

Course: **AutoCAD [Module 1 and Module 2]**

2. March 2008 – April 2008

University: Weld Art Training Center – [Weld Art]

Address: Laray San Roque Talisay, Cebu City 6045 – Philippines

Course: Industrial Welding and Pipe Fitting [Level 1]

3. November 2006 – March 2007

University: University of Mindanao – [UM]

Address: Bolton Street Talomo Davao City, 8021 – Philippines

Course: Bachelor Science and Information of Technology – [BSIT]

4. November 2002 – March 2006

University: Cebu Institute of Technology – [CIT]

Address: N. Bacalso Street. Cebu City – Philippines

Course: Associate in Computer Science [ACT]

REFERENCE

1. Name: Claro Cagigas Jr.

Company: Cebu Port Authorities [CPA]

Department: Port Management Division [Office In Charge]

Address: Cebu Port Authorities Cebu City – Philippines

Position: Operation Manager

Contact Number: [032] 489 - 9577 / +63 923 4541 734

Email: cpa@cpa.gov.ph

Relation: Relatives

2. Name: Ryan Alberio

Company: JC Premiere Business International

Department: Batching Plant Management Department

Address: Cebu South Road Cebu City – Philippines

Position: Independent Distributor [Head Officer]

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Email: ralberio@cebulinkjv.com

Relation: Friend