



## **JANSEY QUIRANTE TORALBA**

Present Address: Lot 4 Blk 29 Phase 3 Norzagaray Homes, Brgy. Bitungol, Norzagaray, Bulacan

Mobile Number: +639565610488

Email Address: jansey.toralba16@gmail.com

### **CAREER GOAL:**

To obtain position as Civil Engineer or related fields suited for my qualifications. Seek exposure to any development projects, including all phases of construction where I can learn and contribute in positive ways.

### **PROFESSIONAL SKILLS:**

- Proficient in Windows Microsoft Programs (MS Word, Excel, AutoCAD, Swift Plan, Primavera) and Internet Literate.
- Ability to communicate in English and Filipino.

### **POSITION APPLIED:**

Civil Site Engineer / Junior Planning Engineer / Civil Engineer / Procurement Officer

### **EMPLOYMENT HISTORY:**

#### **OVERSEAS ENGINEERING & CONSTRUCTION COMPANY LTD.**

Vieux Fort, Saint Lucia

March 01, 2021 – March 01, 2022

#### **Position:**

Procurement Officer

#### **Project:**

Hewanorra International Airport Redevelopment Project

#### **Job Description:**

- Estimate and establish cost parameters and budgets for purchases.
- Create and maintain good relationships with vendors/suppliers.
- Make professional decisions in a fast-paced environment.
- Maintain records of purchases, pricing, and other important data.
- Review and analyze all vendors/suppliers, supply, and price options.
- Negotiate the best deal for pricing and supply contracts.
- Ensure that the products and supplies are high quality.
- Maintain and update a list of suppliers and their qualifications, delivery times, and potential future development.
- Work with team members and procurement manager to complete duties as needed.
- Receive order from various departments.
- Accounts to be submitted for payment to vendors on time.
- Purchase Order Preparation.
- Payment Certificate Preparation.

- Quantity Takeoff and Unit Cost Integration.

## **OVERSEAS ENGINEERING & CONSTRUCTION COMPANY LTD.**

Vieux Fort, Saint Lucia

October 26, 2019 – November 18, 2020

### **Position:**

Civil Site Engineer

### **Project:**

Cas En Bas Road Improvement Project

### **Job Description:**

- Check the design drawings utility-infra drawings, for clashes, interface, missing information and discrepancy.
- Responsible for all technical aspects in site works.
- Performs well-defined field engineering assignments primarily involving the observation of work in progress.
- Monitoring of back filling and compaction in road works.
- Conduct site inspection for back filling and compaction together with technician and consultant.
- Monitoring for installation of steel for box drain wall.
- Monitoring for concrete pouring for box drain wall.
- Monitoring for installation of wire mesh with concrete block.
- Monitoring for concrete pouring for road pavement.
- Making reports for daily and weekly activities using MS Word and Excel.

## **LEIGHTON CONTRACTING QATAR**

Doha, Qatar

October 24, 2017 – April 23, 2018

### **Position:**

Utilities Supervisor

### **Project:**

Qatar Economic Zone 3 - Um Alhoul, Doha

### **Job Description:**

- Assistant to Senior Site Engineer, dealing with issues associated with Construction Department.
- Check the design drawings utility-infra drawings, for clashes, interface, missing information and discrepancy.
- Managed crews of workers, creating high functioning teams to optimize project outcomes.
- Responsible for all technical aspects in utility works.
- Performs well-defined field engineering assignments primarily involving the observation of work in progress.
- Performs other responsibilities associated with this position as may be appropriate.
- Preparation/Monitoring of excavations in utility works, such as Fire Water, Potable Water, En6, SSD, ELV, HV Type H, Telecom and TSE Water Line.
- Monitoring of Shuttering for Duct bank, Protection Slab, and Thrust Block in utility works.
- Monitoring of concrete pouring for Duct back, Protection Slab and Thrust Block.
- Preparation/Monitoring of sand bedding for Fire Water, Potable Water and Telecom Networks.
- Preparation/Monitoring of sand surround for Fire Water, Potable Water and Telecom Networks.
- Monitoring of back filling and compaction in utility works such as Fire Water, Potable Water and Telecom Networks.
- Monitoring of backfilling and compaction in utility works for duct bank such as En6, ELV, SSD, HV Type-H, and TEL.
- Conduct site inspection for back filling and compaction together with technician and consultant.
- Making reports for daily activities using MS Word and Excel.

## **DAEWOO ENGINEERING AND CONSTRUCTION CO. LTD**

Doha, Qatar

February 21, 2016 – February 20, 2017

### **Position:**

Civil Engineer

### **Project:**

New Orbital Highways and Truck Route

### **Job Description:**

- Conduct toolbox meeting to all workers and follow all safety rules on site.
- Preparation of materials for testing such as rock fill, general fill and selected fill.
- Monitoring of dumping, backfilling and compaction.
- Estimation of materials for backfilling works such as rock fill, general fill and selected fill.
- Conduct site inspection for backfilling and compaction for rock fill, general fill, and selected fill.
- Making reports for daily activities using MS Word and Excel.
- Coordinate to surveyor for excavation works in utility works.
- Monitoring of excavation work for utility works such as En6, MV/LV line, Fire Water, Potable Water, TSE line, SSD and ELV.
- Monitoring for lay-outing of pipe in utility works.
- Monitoring for sand surround and sand bedding in utility works.
- Monitoring of backfilling and compaction in utility works.

## **ORBITS ENGINEERING FIRM AND CONSULTANCY**

Buraidah, El Qassim, Saudi Arabia

December 08, 2013 – December 08, 2015

### **Position:**

Civil Engineer

### **Job Description:**

- Testing of soils or materials to determine the adequacy and strength of foundations such as concrete, and asphalt.
- Site visit and conduct inspection for FDT together with the contractor.
- Conduct inspection before implementation of works
- Quantity and Cost Estimate

## **NEW SAN JOSE BUILDERS INC.**

2<sup>nd</sup> Floor, Victoria Towers, Panay Avenue corner Timog, Quezon City

January 30, 2012 – October 30, 2013

### **Position:**

Technical Services Assistant

### **Job Description:**

- Permits and Licenses Specialist
- Analyzing Floor Plan for Alteration of Plan
- Preparation of Documents for Alteration of Plan
- Conduct inspection before implementation of works
- Estimation of materials in civil works
- Prepare schedule of works

## **EDUCATIONAL BACKGROUND:**

### **Tertiary**

Bachelor of Science in Civil Engineering  
University of Manila (2006-2011)  
M.V. De Los Santos Street, Sampaloc, Metro Manila

### **Secondary**

Sergio Osmeña Sr. High School (2002– 2006)  
Del Monte corner Araneta Avenue, Quezon City

### **Primary**

Toro Hills Elementary School (1996 – 2002)  
Road 18, Barangay Bahay Toro, Project 8, Quezon City

## **PERSONAL INFORMATION:**

|                |   |                   |
|----------------|---|-------------------|
| Name           | : | Jansey Q. Toralba |
| Date of Birth  | : | January 16, 1990  |
| Place of Birth | : | Quezon City       |
| Age            | : | 32                |
| Civil Status   | : | Single            |
| Gender         | : | Male              |
| Religion       | : | Roman Catholic    |
| Height         | : | 5'5"              |
| Weight         | : | 133 lbs           |

**Language Proficiency** : English and Filipino

**Recreational Interest** : Playing Basketball, Surfing the Internet, Playing Online Games.

**Special Skills** : Possesses competent leadership qualities, Interpersonal Relations and Computer Literate.

## **OTHER INFORMATION:**

Nationality: Filipino

Earliest available start date: As soon as possible

## **TRAININGS / SEMINARS:**

September 16, 2012 – October 14, 2012

**Computer-Aided Construction Project Management**  
**CADVISION Engineering Technologies**  
C.M. Recto Avenue corner Morayta, Metro Manila

January 23, 2012 – January 27, 2012

**Basic Occupational Safety and Health Course**  
**World Safety Organization**  
Oracle Hotel Residences 317 Katipunan Avenue, Quezon City

July 17, 2010

**Emergency Plan: Natural Disaster Risk Management in the Philippines**  
**University of the Philippines**  
Film Institute, University of the Philippines Diliman, Quezon City

July 18, 2009

**Reinforced Philippines: The Nation's Problems Solved by Civil Engineering**  
**University of the Philippines**  
Film Institute, University of the Philippines Diliman, Quezon City

## **CHARACTER REFERENCES:**

I am permitted to refer to you the following:

**ENGR. RAY RONALD AGACIA**

Civil Engineer  
BSP-PDMD  
(639) 927-969-28-73

**MR. TONY CHANG**

General Manager  
Overseas Engineering & Construction Company Ltd  
(1758) 7127640

**MR. B.H. YOO**

General Manager  
Daewoo Engineering and Construction  
(974) 66946448

**ENGR. ANA TERESA MANGCO**

Vice-President  
New San Jose Builders, Inc.  
(639) 917-826-94-70

*I hereby certify that the above information is true and correct to the best of my knowledge and belief.*

**JANSEY Q. TORALBA**

Applicant