

# JEFFRE G. LUMIBAO

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## CAREER HISTORY / WORK EXPERIENCE

### **Material Planner**

Standard Concrete Ind. (Basic Industries Ltd.)

Suva, Fiji Islands

March 29, 2018 – October 02, 2020

#### ***Job Description:***

- Determining the required materials and generating purchase orders.
- Ensuring materials meet specifications, quality standards, and are cost-efficient.
- Ensuring the consistent and adequate supply of materials necessary for production.
- Coordinating with other departments regarding production goals, timelines, supplier payments, etc.
- Tracking production volume and monitoring customer demand patterns and purchasing trends.
- Scheduling and overseeing the supply and delivery of materials and products.
- Liaising with customers, suppliers, and distributors.
- Managing inventory issues, schedule changes, and cancellations.
- Preparing cost estimates and performance reports.

### **Mechanical Maintenance Planner**

Yamama Saudi Cement

Co.Riyadh, Saudi Arabia

September 30, 2011 – May 05, 2017

#### ***Job Description:***

- Ensure adequate availability of craftsmen, spare parts, tools and equipment, that includes reviewing the requirements, initiating purchase request and receiving.
- Directs and supervises the activities of assigned personnel, performs the mechanical maintenance activities required.
- Maintain a safe work environment and follow all safety regulations.
- Develop strategies to increase productivity and production.
- Assessing equipment and production materials levels; undertaking regular site inspections and risk assessments in order to comply with all health and safety regulations.
- Report and track expenses to reduce cost.
- Compiles and submit technical work and breakdown report as needed.

## **Planning Support Engineer**

Mastoura for Trading and Construction (Supplied to Saudi Aramco)

Ras Tanura, Saudi Arabia

April 27, 2009 - May 20, 2011

### ***Job Description:***

- Review Project plans and proposals, then work with management to develop project objectives.
- Identifies project responsibilities by determining the phases and elements of the project.
- Calculates time frames and sequences the stages of the project.
- Prepares and distributes a description and timeline of the project.
- Allocates projects resources appropriately, approves expenditures, employee contractors' contract.
- Present procedures, rules, and regulations to those involves in the project, maintains a safe, clean and productive environment.
- Established and maintained effective business relationships with all concerned Departments.

## **EARLIER PROFESSIONAL EXPERIENCE**

**Production Supervisor** | Filco Stationary Industry | Cavite, Phil | Jan. 2007 – Dec. 2008

**Maintenance Supervisor** | Phil. Nakamura Corp. | Cavite, Phil | Sept. 2003 – Nov. 2006

**Maint. Engineer** | San Miguel Yamamura Ball Corp | Cavite, Phil | Oct. 1993 – Aug. 2003

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Computer applications such as SAP, Maximo, Oracle ERP, Microsoft Office (Excel, Word, PowerPoint, Outlook) and ability to use electronic mail.
- Ability to supervised and train employee. To include organizing, prioritizing, and scheduling work assignments.
- Knowledge of ordering materials and accounting for job labor and material costs.
- Knowledge of computer-based work order management system (Maximo and Oracle).
- Coordinate and/or supervise independent contractors.
- Ability to make Administrative and /or procedural decisions and judgments.
- Gathering data, compile information and prepare necessary reports.
- Ability to perform inspections and make necessary adjustments to conform to jobs specifications.

**TRAININGS / SEMINARS:**

Enterprise Resource Planning – ERP Oracle  
June 22, 2013 – July 3, 2013 Yamama Saudi Cement Factory  
Riyadh, Saudi Arabia,

Basic Occupational Safety and Health  
Oct 11, 2004- Oct 15, 2004, Safety Solution Corporation  
CEZ Administration Building, Rosario, Cavite, Philippines,

ISO 9001:2000 (July 22, 2001- July 22, 2001)  
Management System Consulting, Inc  
CEZ Administration Building, Rosario, Cavite, Philippines,

**EDUCATION:**

Bachelor of Science in Mechanical Engineering  
Adamson University  
1988 – 1993

Arellano High School  
Secondary School  
1984-1988

Maximo Hizon Elem. School  
Primary School  
1978 - 1984

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

MR. JEFFRE G. LUMIBAO