

KEVIN RAY C. RAMOS

055-568-9011
Abu Dhabi, United Arab Emirates
engrramoskr@gmail.com

Greetings!

I am writing to express my interest in an Administration / Assistant / Facilities Maintenance Officer position in your company. I am a licensed and highly experienced professional with almost 10 years of experience in the field of engineering.

I specialized in construction management and leading teams in development of residential housings as well as in the construction of residential amenities and facilities and land development works.

Specifically, I have managed to supervise a team in the successful construction of 597 residential units, a warehouse, residential amenities such as a swimming pool, basketball court, pavilion, clubhouse, and others. Furthermore, I am skilled in the industry best practices and trained in construction occupational safety and health, construction project management and pollution control, which has resulted in a 100% completion rate on all projects under my supervision.

Although different from my current role, I believe my experience would be a great asset to your company. I am available to start immediately if needed. I am willing and excited to learn and work with a new team.

Please feel free to contact me so that we can discuss my qualifications further. Thank you for considering my application.

Sincerely,

Kevin Ray C. Ramos

KEVIN RAY C. RAMOS

Villa 87 S01 Al Maqtaa Village, Abu Dhabi, UAE

Civil Engineer

055-568-9011

engrramoskr@gmail.com

PROFESSIONAL SUMMARY:

Result- oriented civil engineer with 9 years of engineering experience. Highly experienced in supervising teams of 20 – 100 individuals. With training in health and safety and pollution control. Passionate and committed to continuous professional improvement and ensuring implementation of best practices.

KEY SKILLS:

- Project and property management experience.
- Supervisory and leadership skills.
- Familiarity with safety regulations, best practices and performance standards.
- Highly proficient in MS Office applications and relevant software.
- Excellent communication and interpersonal skills.
- Time management and organization skills.

PROFESSIONAL EXPERIENCE:

Junior Civil Engineer, German Gulf Engineering Consultants LLC

October 9 – Present

- Assistant all around AutoCAD operator.
- Assisted in preparing packages for Hail and Ghasha EPC temporary facility tenders.
- Assisted in other tender document preparation (HSE documents, Scope Matrix and others).

Project Engineer, Northpine Land Inc.

August 2016 – June 2022

- Ensured work place safety and compliance with regulations as well as participate in appropriate review and planning of engineering procedures.
- Conducted inspections to ensure quality standards are met, identified issues and provided necessary corrective actions.
- Collaborated with team members and stakeholders to ensure timely completion of projects.
- Trained and provided guidance and support to other team members.
- Developed and implemented environmental sustainability programs and health and safety procedures.
- Maintained 100% compliance rate in all assigned projects.

Quantity Surveyor, Northpine Land Inc.

June 2013 – August 2016

- Negotiated and liaised with contractors for processing of jobs and repair works.
- Defined and prepared basic bill of materials/bill of quantities for all necessary materials for construction, maintenance and refurbishment.
- Tracked changes to the construction work and adjusted budgets accordingly.
- Coordinated with other departments and individuals to ensure quality assurance.

OTHER EXPERIENCE:

Data Analyst/Validation, Data Capable

June 2022 – Present (Remote)

- Monitoring and verifying actionable intelligence based on real time events.
- Utilized a U.S. based software to distinguish valid information from invalid information through research and fact-checking of sources.
- Ensured clients have accurate situational awareness of accidents, calamities and natural disasters in both local and national levels in a timely manner.

EDUCATION:

Bachelor of Science in Civil Engineering

University of Santo Tomas

Manila, Philippines

Graduated: May 22, 2012

CERTIFICATION:

Licensed Civil Engineer

Philippine Regulatory Commission

Passed the Board Examination: May 2013

RELATED TRAININGS AND SEMINAR:

Basic Training for Pollution Control Officer (40 hours)

Inergy Solution

Feb 28 – March 3, 2017

Construction Project Management

Construction Manpower Development Foundation

November 22 – 23, 2018

Construction Occupational Safety and Health (COSH) (40 hours)

ASPREC-MANALO Occupational Safety and Health

October 3 – 11, 2020

Occupational First Aid and Basic Life Support / CPR with AED

Philippine Red Cross – Marikina City Chapter

OTHER INFORMATION:

Nationality: Filipino

Age: 32

Languages: English, Filipino

Currently on visit visa on process for freelancer visa, available to join immediately.

With International Driving Permit.

Willing to provide reference upon request.