



Engr. Keith [REDACTED]

Civil Engineer

[REDACTED]
[REDACTED]
[REDACTED]

Profile:

Hi I'm Keith, a PRC registered Civil Engineer with more than 5 years of experience in various field such as contracts management, project coordination, estimation, document management, scope development and cost control. I am currently working as the Project Cost Management Officer for all off Pestech Corporation's under NGCP's .

Work Experience:

Project Cost Management Officer (From Contracts Management Engineer)

[REDACTED] | August 2024 - Present

Projects Worked-on:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Work Responsibilities:

- Monitor overall financial flow of the projects
- Review of contract packages and bill of quantities based on detailed plans and specification
- Prepare detailed cost projections to support effective financial planning and resource allocation
- Review and assists on creating realistic, adaptable, accurate cost estimates, cost studies and analysis
- Review and assists during tendering, evaluation and recommendation during bidding process of subcontractors and suppliers including the creation of the Supply or Service Contract and Purchase Requisition
- Apply value Engineering practices to reduce cost and achieve completion within target budget
- Traveling from office to various sites as required
- Review and Manage all relevant works and documents prepared by the associate quantity surveyors and ensure accuracy, compliance, and alignment on project objectives
- Monitor and Track actual site accomplishment if there are any slippage with the approved project schedule

Contracts Management Engineer

[REDACTED] | Nov 2023- August 2024

Projects Worked-on:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Work Responsibilities:

- Acts as the consultant to all project managers in terms of contract and project execution based on project requirements and costs.
- Manage, Review, and Approval of project expenses. Working closely with the Project Cost Control, Quantity Surveyor, and the Project Manager to achieve the accomplishment within the allotted budget.
- In charge of weekly audit of site accomplishment and monitoring of the KPI of each site
- Responsible in managing all staff under procurement and admin that works on all project and client related concerns.

- Creating and sustaining a well-organized data presentation and comparative analysis which helps with the decision making of clients and management.
- Determines inclusions and exclusions of bidders' scope of work considering project requirements.
- Conducts clarification meetings with management, client and bidders and negotiate proposals.
- Handles all contract management duties, from negotiation to execution of the contract, making sure the contract terms are well defined and agreed by both parties
- Do administrative tasks such as minutes of meeting, document management, Notice to Proceed and other pre-construction documents.

Architectural Estimator and Designer

████████████████████ (September 2022 - May 2023)

Work Responsibilities:

- Designs architectural connection requirements and render through AutoCAD.
- Estimation of project costs and preparation of cutting list.
- Carry out project cost analysis to determine best possible projected income, contingencies, and cost to completion to carry out the project effectively.
- Determines inclusions and exclusions of bidders' scope of work considering project requirements.
- Conducts clarification meetings with management and client.
- Encodes all agreed upon scope of works in the company's system to generate proposal.
- Do administrative tasks such as subcontractor's agreement, document management, Notice to Proceed and other pre-construction documents.

Freelance Designer and Contractor

Self-Employed (October 2018 - June 2022)

Work Responsibilities:

- Designs structural lay-out for residential projects and render through AutoCAD and SketchUp.
- Estimation of project costs and preparation of cutting list.
- Carry out project cost analysis to determine best possible projected income, contingencies, and cost to completion to carry out the project effectively.
- Conducts clarification meetings with client.

Academic History

████████████████████
Bachelor of Science in Civil Engineering | College Degree

████████████████████
06/2012 - 03/2017

████████████████████
Highschool Diploma

████████████████████
06/2010 - 03/2012

License and Training

Board Passer for Civil Engineering Licensure Exam

Civil Engineer | Nov 2017, NCR

Registration No.: ██████████

Lean Six Sigma Certification Program

February 2024, NCR