

Engr. Keith

Civil Engineer

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)

| August 2024 - Present

Projects Worked-on:

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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

| Nov 2023- August 2024

Projects Worked-on:

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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.

- Oversees all projects throughout its lifecycle of operational initiatives on a day-to-day basis, making sure all parties are on track with project requirements, deadlines, and schedules.
- · Responsible for budget management for all on-going projects.
- Collaborate with the Malaysian Head Quarter's Managers and Directors to ensure smooth project execution between the two counterparts and raising concerns as well as advising operations and projects concern.
- Monitor and management of all budgetary and procurement matters for all project, creating and summarizing reports to be submitted to our counterpart in Malaysia.
- Creating and managing a well-organized, focused and committed procurement team.
- · Creating role and responsibility assignments.
- Selecting or creating the project team's operating practices and procedures
- Coordinate with site team for the execution of projects based on the planned schedule of activities.
- 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
- Conducts auditing and processing of subcontractors' invoicing.
- Do administrative tasks such as minutes of meeting and document management.

Assistant Project Manager (Remote)

Oct 2023- Oct 2024

Projects Worked-on:

Work Responsibilities:

- Operates as the project manager for all projects and covers all necessary tasks as needed.
- Creates project planning and scheduling as well as review and comment on all submitted schedules by subcontractors.
- · Create catch-up plans for projects with setbacks.
- Tracking and monitoring of project progress and reporting it to higher management and clients.
- Do administrative tasks and issue management such as submission of RFA & RFI, billing requirements, work permits, delivery and pull-out permits.
- Liase with higher management, site team and clients doing project coordination to make sure that all aspects of the project are in accordance with the project schedule, budget and requirements.
- Carry out project cost analysis to determine best possible projected income, contingencies, and cost to completion to carry out the project effectively.
- Tracking and monitoring of project running cost against the budget allotment and manipulate project milestones or activities to accommodate changes, if any.
- In charge of change management, dealing with all project variations may it be initiated by the client or determined as per actual site condition.
- Conducts auditing and processing of subcontractors' invoicing.
- Manages all bidding works including review of bid documents completeness, coordinate with potential clients
 for additional documents, assessment of the project, preparation of project costing for the scope of work and
 its pre-requisites, document and proposal preparation, conducting value engineering, negotiation up until
 project awarding.
- · Furnish designs and lay-out including revisions as per client's requirements.

Quantity Surveyor

(May 2023 - November 2023)

Projects Worked-on:

Work Responsibilities:

Oversees all projects throughout pre-construction and bidding phase, making sure the projects are awarded
to the most suitable contractor.

- 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 Enginee	ering 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