

**JONEL P. QUIBAN**  
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**POSITION DESIRED:**

**Mechanical Engineer/ Warranty Administrator**

**CAREER OBJECTIVE:**

To engage in a challenging career that will allow me to put my learning into practice to further enhance and develop my skills and potentials. Also, to contribute my skill in design, and engineering studies and convey considerable projects, proposals, and design essentials to the organization.

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**WORKING EXPERIENCE**

Company : **Taajeer Group**  
Position : **Warranty Administrator**  
Address : **Madinah Road, Jeddah Saudi Arabia**  
Inclusive date : **December 31, 2019- Present**

**Duties and Responsibilities:**

- Discuss the warranty claim and expectations with customers
- Prepare and process warranty documentation according to manufacturer guidelines
- Submit claims quickly and efficiently
- Follow up with manufacturers to ensure claims are being processed properly
- Adjust and resubmit any denied claims to secure payment for warranty work
- Keep accurate inventory of ordered warranty parts and organize vendor paperwork
- Extensive experience working in automobile Industry
- Discuss the warranty claim and expectations with customers
- Prepare and process warranty documentation according to manufacturer guidelines

- Submit claims quickly and efficiently
- Follow up with manufacturers to ensure claims are being processed properly
- Adjust and resubmit any denied claims to secure payment for warranty work
- Keep accurate inventory of ordered warranty parts and organize vendor paperwork
- Solid knowledge of basic vehicle functions and parts.
- Adept resubmitting claims to secure the warranty coverage.
- Good problem-solving abilities and communication skills.

Company : **HITACHI ELEVATOR PHILIPPINES**  
 Position : **Project Engineer- Project Management Department**  
 Address : 349 Sen. Gil J. Puyat Ave, Makati, 1209 Metro Manila  
 Inclusive date : **June 4, 2018 – Dec 15, 2019**

#### **Duties and Responsibilities:**

- Prepare, schedule, coordinate and monitor the assigned engineering projects
- Monitor compliance to applicable codes, practices, QA/QC policies, performance standards and specifications
- Interact daily with the clients to interpret their needs and requirements and represent them in the field
- Perform overall quality control of the work (budget, schedule, plans, personnel's performance) and report regularly on project status
- Assign responsibilities and mentor project team.
- Cooperate and communicate effectively with project manager and other project participants to aid and technical support
- Review engineering deliverables and initiate appropriate corrective actions

#### **Projects:**

**Acqua Iguazu Tower- 4 units Elevator, 56 Floor, Residential**  
**Azure- Bahamas Tower- 6 units Elevator, 23 Floors, Residential**

**100 West Makati-** 11 units Elevator, 4 units Escalator, BPO-Residential

**Pearlview Residences-** 2 units, 16 floors, Residential

**Skyview Residences-** 3 units, 16 floors, Residential

**Naia 10 Storey Bldg.-** 4 units, 11 floors. BPO-Residential

Company : **EMBROCAL BUILDERS, INC.**  
Position : **Mechanical Engineer - MPFS**  
Project : **Jose Rizal Coliseum**  
Address : **Brgy. Real, Calamba City Laguna**  
Inclusive date: **July 3, 2017 – March 31, 2018**

#### **Duties and Responsibilities:**

- Check plans, drawings, and quantities for accuracy of calculations
- Ensure that all materials used, and work performed are in accordance with the specifications
- Act as the main technical adviser on a construction site for subcontractors, craftspeople, and operatives
- Agree a price for materials and make cost-effective solutions and proposals for the intended project
- Communicate with clients and their representatives (architects, engineers, and surveyors), including attending regular meetings to keep them informed of progress
- Resolve any unexpected technical difficulties and other problems that may arise.
- Oversee quality control and health and safety matters on site
- Plan the work and efficiently organize the plant and site facilities to meet agreed deadlines
- prepare reports as required

Company : **EEl Corporation**  
Position : **Engineer, Welding**  
Project : **3x135 MW FDC COAL FIRED POWER PLANT**  
Address : **Phividec Bypass Road Vilanueva Misamis Oriental, Phils.**  
Inclusive date: **May 25, 2015 – June 27, 2017**

## **Duties and Responsibilities:**

- Checks proper implementation of projects approved Welding Procedure Specification.
- Prepare and provides Welding Procedure Specification (WPS) for various domestic project in accordance with AWS and ASME code requirements.
- Prepare and provide other procedures as needed by the project.
  - a. Post-weld Heat Treatment Procedure (PWHT)
  - b. Storage and Control of Filler/Electrode materials
  - c. Welders Performance Qualification Record (WPQR)
  - d. Procedure for Welder Performance Testing.
- Check and monitor welder's daily activities at welding laboratory prior to their qualification.

Company : **San Fernando City Motorpool**  
Position : Trainee  
Address : Brgy. Tanqui City of San Fernando, La Union  
Inclusive date: April 2013 – May 2013

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## **SEMINARS ATTENDED**

### **INTENSIVE TRAINING FOR WELDING ENGINEERS**

EEL Corporation

#12 Mangahan St. Bagumbayan, Quezon City  
January 30-February 6, 2017

### **WORK ATTITUDE AND VALUES ENHANCEMENT (WAVE)**

EEL Corporation

#12 Mangahan St. Bagumbayan, Quezon City  
January 26-27, 2017

### **LEAN CONSTRUCTION (LCO)**

EEL Corporation

#12 Mangahan St. Bagumbayan, Quezon City  
October 14, 2016

**MECHANICAL INSPECTION SEMINAR**

EEI CONFERENCE ROOM (Phividec Project)

Brgy. Tambobong, Villanueva Misamis Oriental

August 16, 2015

**WELDING INSPECTION SEMINAR**

EEI CONFERENCE ROOM (Phividec Project)

Brgy. Tambobong, Villanueva Misamis Oriental

July 19, 2015

**PIPING INSPECTION SEMINAR**

EEI CONFERENCE ROOM (Phividec Project)

Brgy. Tambobong, Villanueva Misamis Oriental

July 07, 2015

**First Aid Training in the Campus**

Don Mariano Marcos Memorial State University

College of Engineering

Mid- La Union Campus

City of San Fernando, La Union

March 19-21, 2013

**Preventive Maintenance**

Don Mariano Marcos Memorial State University

College of Engineering

Mid- La Union Campus

City of San Fernando, La Union

**Bearing Technology and Drive Belts**

Don Mariano Marcos Memorial State University

Mid- La Union Campus

College of Engineering

City of San Fernando, La Union

November 21, 2012

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**SKILLS AND KNOWLEGDE**

- Good in oral and written communications
- Workload Management Skills
- Unquestionable integrity and ethical standards

- Critical thinking, inductive reasoning skills and math skills
  - Client focused
  - Skills with knowledge in MS Office (MS Word, MS Excel, MS PowerPoint) and basic AutoCAD
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## **EDUCATIONAL BACKGROUND**

**Tertiary:**

**Don Mariano Marcos Memorial State University - MLUC**

San Fernando City, La Union

Bachelor of Science in Mechanical Engineering

2014

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

**JONEL P. QUIBAN**

Applicant