

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.

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 : **EEI 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

SEMINARS ATTENDED

INTENSIVE TRAINING FOR WELDING ENGINEERS

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

WORK ATTITUDE AND VALUES ENHANCEMENT (WAVE)

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

LEAN CONSTRUCTION (LCO)

EEI 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

SKILLS AND KNOWLEDGE

- 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

EDUCATIONAL BACKGROUND

Tertiary:

Don Mariano Marcos Memorial State University - MLUC

San Fernando City, La Union

Bachelor of Science in Mechanical Engineering

2014

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

JONEL P. QUIBAN

Applicant