

LEONEL JOSEPH D. MALAYAO

JEDDAH, KINGDOM OF SAUDI ARABIA

H/p No.: +966581258300

EMAIL: enr.malayao90@gmail.comLinkedIn: <https://www.linkedin.com/in/leonel-joseph-malayao-ce-rmp-6260089b>**CONTRACTS AND COMMERCIAL ENGINEER / QUANTITY SURVEYOR / CIVIL ENGINEER****WORK RELATED SKILLS**

Excellent skills in quantity take off, analyzing drawings and costing, Value Engineering proposal and tender analysis with knowledge in processing progress claims and client invoices and performed contract set-up, order entry and billing for all maintenance contracts.

Advance knowledge in Microsoft Office (Excel, Word, Outlook and PowerPoint) and AutoCAD

Basic Knowledge in MS Project and SAP Business One, Initiated contracts and resolved customer issues utilizing SAP, ORACLE program systems.

WORK EXPERIENCE

Company Name : El-Seif Engineering Contracting Company
Position : Contract and Commercial Engineer con Quantity Surveyor
March 2015 – Present

Duties & Responsibilities:**Quantity Surveyor:**

- Preparation of variation orders, progress claims to client, and closing of final accounts
- Quantity take off, costing and preparation of tender submission
- Sourcing of quotation from trade contractors and suppliers including evaluation and negotiation
- Purchasing of project materials and oversees deliveries are within project schedule
- Ensures materials procured are in accordance to specifications
- Responsible for budget estimate, cash flow and weekly, monthly and quarterly profit/projection reports.
- Review of tender drawings against construction drawings
- Responsible for verifying quantities as per submissions of shop drawings (using AutoCAD) to our client.

Contracts:

- Assisted with the preparation and submission of bids and all required documentation submittals.
- Processed and managed sub-contracts, sub-contract billings, change orders, contract progress monitoring and billing. Managed project submittals and closeouts.
- Communicate with vendors, labor specialists, material suppliers, and company executives to procure equipment and employees to meet project requirements.
- Assisted in Creating sourcing strategies and contract proposals to procure necessary resources quickly while meeting budgetary and quality standards.
- Initiated documentation to authorize and direct work in accordance with contractual specifications.
- Prepared reports for weekly meetings.
- Utilized advanced MS Word and Adobe Pro skills to enhance company forms and documentation.

Projects:

- Design and Build of the MINISTRY OF INTERIOR Headquarters Building – Jeddah, Kingdom of Saudi Arabia. (Main Contractor)
 - Project Awarded: November 2014
 - 99% accomplishment as of March 2019
 - Project Cost: 1.3Billion SAR (346Million USD)

- Design and Build of the MINISTRY OF INTERIOR Headquarters Building Additional Two Buildings– Jeddah, Kingdom of Saudi Arabia. (Main Contractor)
 - Project Awarded: November 2018
 - 35% accomplishment as of April 2019
 - Project Cost: 400M SAR (106Million USD)

WORK EXPERIENCE

Company Name : Communities Philippines Inc. (Camella Homes as Vistaland Company)
 Position : Production Engineer / Project Manager
 January 2012 – January 2015

Duties & Responsibilities:

- Multi-tasking for the job description includes several jobs that is covered by the following responsibilities;
 - Quantity Surveyor – responsible for the re-measure of materials and items under requirement of the project based on actual condition, may vary to either addition or omission of item under the project BOQ.
 - Contracts Engineer – responsible for the contract generation for each sub-contractor that is connected to the execution of the project. This also includes the processing for the invoices submitted by each sub-contractor that are reflecting to the actual progress of the project.
 - Construction Engineer / Technical Specialist – as an engineer of the developer, I am also responsible in assuring the quality of the units being rendered on the project, and also to ensure that the project is on track as per schedules completion and turn-over of respective unit to its buyers. This is also including the responsibility of making decisions for some instances that may require a special consideration most especially in structural concerns.

Projects:

- Azienda Subdivision – Talisay City, Cebu, Philippines
- Camella Homes Bohol Subdivision – Tagbilaran City, Bohol, Philippines
- Camella Savanna – Pavia, Iloilo, Philippines
- Camella Cebu South – Cebu City, Cebu, Philippines

WORK EXPERIENCE

Company Name : Corella Municipal Engineer's Office
 Position : Engineering Assistant
 June 2010 – June 2011

Duties & Responsibilities:

- Survey Roads for upcoming projects
- Planning of Roads using AutoCAD Civil 3D and Microsoft Excel
- Coordinate with the Senior Engineers for project inspection and field test.
- Done some various testing of materials used for the construction of roads.
- Estimating some of the materials used in the construction.

EDUCATIONAL BACKGROUND

Polytechnic University of the Philippines 2018 - present
 Master of Science in Construction Engineering Management

Bohol Island State University 2006 - 2011
 Bachelor of Science in Civil Engineering
 International Achiever's Awardees

Corella National High School
High School Diploma

2002 – 2006

Corella Central Elementary School
Grade School Diploma

1996 – 2002

PROFESSIONAL CERTIFICATION

Professional Board Examination for Civil Engineers
PRC Registration No. 0122183

Master Plumber Licensure Examination
PRC Registration No. 0006113

Given by: Professional Regulation Commission, Philippines

INTERESTS AND HOBBIES

I love to spend weekends outdoors doing photography, go pro videos and picnic with friends. During rainy days, I like to cook and read books. A good vacation for me is travelling and being out on an adventure.

SEMINARS AND TRAININGS ATTENDED

PMP Exam Seminar
Joseph Phillips

February 2018

STAAD Basic Training
Microcadd Institute Inc.
Manila, Philippines

October – November 2014

Engineering Research in Schools (IDEERS)
Taipei, Taiwan.

September 2010

CM 651 - Project Management
PUP

November 2018 – April 2019

CM 652 - Construction Contract Management
PUP

November 2018 – April 2019

CM 653 - Cost Management
PUP

November 2018 – April 2019

CM650 - Principles of Construction Management
PUP

November 2018 – April 2019


LEONEL JOSEPH D. MALAYAO
Applicant Signature