

# LEAH TAN

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## Summary

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Certified Instrument and Control Engineer with 6 years of technical sales and design engineering experience. Accomplished, achievement-driven, results-oriented, awarded as a team player and Associate of the Year for FY14. Looking for a company where I can share my knowledge and skills for the growth of it and at the same it can help me nurture my technical skills.

## Skills/Qualifications

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- Multi tasking capabilities
- Customer service mindset
- Team player attitude
- Fast learner
- Discerning eye for details
- Able to work under pressure
- Experience in AutoCad & Revit
- Exposure in CRM, JD Edwards & Oracle
- Knowledgeable in Microsoft Office

## Professional Experience

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**Technical Support Engineer 3**  
**Emerson Electric Asia Ltd., - ROHQ**  
**Manila, Philippines**  
**April 2011 – April 2015**

- Performs trade compliance and due diligence check
- Performs technical review or customer's specifications, data sheets and requirements and coordinate with customer for lacking/missing information
- Performs meter sizing using ultrasonic meter/turbine meter/control valve sizing tools and/or generate meter tube checklists with appropriate lengths based on industry standard
- Qualifies technical exceptions and compliance
- Prepares technical take-off sheets for engineering review and costing
- Reviews commercial requirements (e.g. Terms and Conditions, etc.) of customer and qualify commercial exceptions/deviations
- Executes selling price calculation as appropriate to the region and intercompany discount, where applicable and determination of delivery dates and appropriate payment terms
- Generates submittal documents such as, but not limited to proposals, vendor document registration list (VDRL), spare parts interchangeability (SPIR) and costing sheets if required
- Reviews technical completeness of customer's purchase order
- Responsible to technical & commercial clarifications of submitted proposal

**Design Engineer, Industrial Control Systems**  
**Arcadis – incorporated by Hyder Consulting Middle East Ltd**  
**Doha, Qatar**

**August 2015 – October 2017**

- Studies design brief
- Comprehends P&ID, general arrangement drawings, MEP drawings
- Performs researches and come up with new ideas for product and system used for the design proposal
- Develops possible design solutions
- Provides design for BMS, control communication between field instruments, system architecture, control panel layout, telecom network for security systems such as CCTV, access controls, etc.
- Prepares drawings (CAD and REVIT) and modifies it for different design stages
- Project Involvement: Kahramaa Mega Reservoirs, Qatar  
Orbital Highway, Doha Qatar  
Milestone 8, Education City, Doha Qatar  
Dubai Hills Estate Mall, Dubai UAE  
Security Forces Medical Center, Saudi Arabia

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## **Education**

### **Bachelor of Science in Instrumentation & Control Engineering**

Rizal Technological University, Philippines

2006 – 2011

### **Cisco Certified Network Associate – Routing & Switching**

Syscoms, Doha Qatar

June 2017

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## **Achievements**

### **Certified Instrumentation & Control Engineer**

Philippine Instrumentation and Control Society

December 2012

### **Awarded as FY14 Associate of the Year – Daniel Asia Pacific**

Emerson Electric Asia Ltd., - ROHQ

December 2014

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## **References**

### **Engr. Jose Mari Eufracio**

Senior Design Engineer, Arcadis, (Doha, Qatar)

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### **Engr. Sheryll Salamat**

Applications Engineer, Emerson Electric Asia Ltd. – ROHQ

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