

Frea Jay Lynn E. Ablazo

BS Electrical Engineer - 2009

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Electrical Engineer with the ability to create electrical power and lighting design for residential and commercial buildings, develop bill of quantities, manage various packages, review contracts and design, monitor the overall project schedule and deliver the project up to finish contract.

Software Platforms:

1. Autodesk Revit MEP/Architecture
2. Autocad 2D/3D
3. Fabrication MEP
4. Microsoft office
5. Dialux
6. Adobe Photoshop
7. Aconex
8. Basic Knowledge in Autodesk Inventor

Summary of Work Experience:

United Arab Emirates

1. CADD Manager - Powerbar Gulf LLC (October 2016 – Present)

Duties and Responsibilities:

1. Lead a team of CADD Engineers in order to execute each assigned Project 100% in accordance with Tender, Project Margin, Specification & Drawing delivery dates.
2. Communicate effectively with the Engineering Team & management to achieve target date with zero design error.
3. Provide time estimation for each job to the Engineering Team
4. Schedule drawing completion based on priorities given by Project Managers.
5. Ensure minimum comments from client/consultant regarding drawings.
6. To improve on Bill of Quantities (BOQ) for each project against what has been quoted to clients.
7. Review and Analyse each project design that is passed from Engineering Team, technically evaluate it based on the specification, tender and purchase order, once reviewed hand it over to dedicated CADD Team Member to prepare busbar or manufacturing design.
8. Advice any (discrepancy) between quoted BOQ and actual designed BOQ to Project Engineer.
9. Estimate drawing delivery dates and plan for daily, weekly and monthly design plan and release to concern Engineering Team.
10. CADD Manager will be fully in the loop in the design of every project.
11. Review designs completed by CADD Engineer that have special consideration and ensure that they are both workable on site and have ability to manufacture in the plant. Get involved in special components manufacture from a design perspective.
12. Ensure the track record of revision supported with transmitter for each drawing.
13. Ensure release of drawing for production in a timely manner such that Project engineers get their required material uploaded on the ERP 4 weeks before production is required to start.

14. Control the usage of paper and promote the usage of used one side paper for printing in your department.
15. Ensure H&S of Engineers at site and in factory by instructing them to wear proper PPE.
16. Provide weekly drawing release updates.
17. Ensure all the drawings are completed within the budgeted time schedule.
18. Maintain record for CADD drawings.
19. Teach every CADD members some techniques on how to improve their skills to improve their timeframe in each drawing assigned.
20. Maintain latest drawing standards/best practices and provide necessary training for CADD Team.
21. Provide or schedule training in all CADD Members to achieve flexibility that each CADD Member can do all types of drawings.
22. Standardizing the daily activities and ensuring the implementation of Quality Procedures in the CADD section.

2. Procurement Engineer - Karad International FZCO (October 2015 – October 2016)

Duties and Responsibilities:

1. Sending Request for quotation for some materials related to ELV and Electrical
2. Negotiate with the suppliers regarding the price to obtain the best price and quality in line with the client's requirements and Specification
3. Organize a meeting between Technical Team and the suppliers to understand the Specification and Material requirements
4. Prepare BOM and Price comparison and present to the Managers
5. Sending purchased orders to the selected supplier
6. Monitor the Fabrication and delivery dates of the materials
7. Prepare reports regarding all the purchased materials to the client
8. Prepare a delivery notes coming in and out of the warehouse
9. Check and monitor material deliveries against bill of materials
10. Supervise the preparation of custom declaration
11. Monitor the submission of the shipping documents as well as getting the approval
12. Prepare and submit the documents to be legalized from the consulate.
13. Monitor the packing and loading of the materials to be shipped
14. Supervise overall logistic process.
15. Ensure that every materials delivered are in line with the requirements as per the contract.

3. MEP COORDINATOR (ELV) – HLG Zadco Project (February 2014-October 2015)

Duties and Responsibilities:

1. Handle ELV and other electrical packages
2. Review and handle issues especially from the MAR submission against contract specification
3. Review the contract to ensure that subcontractors/suppliers are following what is written and agreed against their submission
4. Coordinate and seek MEP manager's advise if there is some technical issues with the interface
5. Coordinate with the suppliers/subcontractors regarding their overall package schedule
6. Arrange and attend meetings to resolve some technical and commercial issues
7. Supervise subcontractors/suppliers in order to deliver their respective packages
8. Coordinate with the client and consultant regarding the handled package
9. Monitor the documentation and approval to avoid schedule delays
10. Update and monitor purchased order as well as delivery to the port going to site
11. Witness FAT inspection
12. Monitor schedule of delivery
13. Monitor the schedule of commissioning and handover documents

Philippines

1. REVIT ANALYST/CADD Designer – Vision Architecture and Engineering, Inc. (January 2011-February 2014)

Projects Involved: Qatar GHQ, Ras Laffan Beach Villa, Solaire Resort,

Duties and Responsibilities:

1. Analyze Electrical CAD design
2. Create Revit electrical design which links to Architectural revit layout and cad
3. Prepare Electrical lighting and power layout
4. Compute and produce Schedule of Loads from the designed layout
5. Prepare single line diagram
6. Submit for approval
7. Revise layout if there is some discrepancy/clashes from other building systems
8. Prepare BOQ

2. ELECTRICAL ENGINEER – One Zone Asia (December 2009-January 2011)

Projects Involved: One Rockwell East, Rockwell Edades, Mica Mall (Kish Island)

Duties and Responsibilities:

1. Prepare Electrical lighting and power layout
2. Compute and produce Schedule of Loads from the designed layout
3. Revise layout if there is some discrepancy/clashes from other building systems
4. Prepare single line diagram
5. Submit for approval
6. Revise layout if there is some discrepancy/clashes from other building systems
7. Prepare BOQ

3. MEP Draftsman – Meinhardt Philippines (December 2007-January 2009)

Projects Involved: Muscat International Airport, St. Luke's Medical Center, Manila Bay Residences

Duties and Responsibilities:

1. Receive free hand drawings to EE designers and analyze the plan
2. Layout the Electrical design using Cad/Revit
3. Submit for approval
4. Revise layout if there is some discrepancy/clashes from other building