

AREAS OF EXPERTISE

Agile
Quality Plan & Test Management
Tools (Construction)
Technical Investigation (Engineering & Construction)
Writing Technical & Test Reports
Project Site Management



JOY SEQUERRA
CIVIL QAQC ENGINEER

PROFESSIONAL/MEMBERSHIPS

Saudi Council of Engineers (SCE)
Council for Regulating the Practice of Engineering Professions (CRPEP)

PERSONAL SKILLS

Excellent problem solving skills
Good financial and numeracy management skills
The ability to absorb complex information and assess requirements readily
Methodical way of thinking

ACADEMIC QUALIFICATIONS

Master in Management Major in Environmental Planning
Philippine Christian University
Manila, Philippines
(2022-2023)

Master in Public Administration
Divine Word College of Bangued,
Philippines - (2004-2006)

Bachelor of Science in Civil Engineering
University of Northern Philippines—
(1998-2003)

Computer Technology
University of Baguio—(1996-1998)
Dep't of Science & Technology
Scholar

PERSONAL DETAILS

M: 00973 36110859 /
34453442(Bahrain)
E: joy.buena@yahoo.com

PERSONAL SUMMARY

An ambitious and self-motivated engineer with a strong technical background who possesses self-discipline and the ability to work with minimum supervision. Having a proven ability to carry out a positive project results, appropriate implementation of assigned tasks, and communicate properly the result to work colleagues and clients. Possessing excellent documentation and communication skills alongside an ability to formulate, advise and implement proper strategy. Using initiative to develop effective solutions to problems with an active and dynamic approach to work and getting things done efficiently. Keen to find a suitable position with a successful and ambitious company.

KEY SKILLS AND COMPETENCIES

- Knowledgeable in AutoCAD 2D, 3D, 3D Studio Max
- Excellent (Microsoft Word, Excel, Powerpoint, Nitro & Adobe Acrobat)
- Knowledgeable in Structural Analysis using STAAD Pro & SAP 2000
- Knowledgeable in Primavera P6 Release 8.3 CPM (Scheduling & Reporting)
- Experienced Quantity Surveyor for Architectural & Structural projects
- Experienced in Quality Control Management
- Experienced in Project Management for Precast Construction, Architectural & Structural Buildings, Infrastructure projects & Steel Structures
- Full knowledge of site inspection

WORK EXPERIENCES

1) BOKHOWA GROUP W.L.L.

P.O. Box 5422, Manama

Tel. No. (+973) 17259980

Fax No. (+973) 17256836

QA/QC Engineer (7 May, 2022 – 31 Jan 2023)

Duties and Responsibilities:

- Organize, implement, conduct and manage the Quality Management System as per the Company policy, contract & project specifications, and ISO 9001 standards.
- Perform activities such as document control and quality records management, material procurement traceability, and other procedures as stated in the Project Quality Manual.
- Notification to Project Manager and Project Management of all quality issues.
- Ensure company standards as outlined in Project Quality Manual are effectively implemented.
- Coordination with the Site Engineers, subcontractors, and/or internal departments on quality-related matters as required.
- Calibration, Repair, ensure optimum utilization and maintenance of measurement and testing equipment.
- Maintain a record of internal non-conformances and related Site Instructions and conduct necessary follow-up to ensure satisfactory corrective and preventive actions are taken.
- Review and implements Project Quality Manual, Inspection and Test Plan, Method Statements and project-specific procedures.
- To raise a New Document/Document Change Proposal if required.
- Performs all kinds of site inspections, follow-up of activities, and approval.
- Endorses Corrective and preventive actions on non-conformities/ site instructions.
- Witnesses material testing.
- Evaluate Subcontractors/ Service Providers based on their performance and daily activities and Give Reports to Project Manager.
- Consolidate and maintain all quality documentation in collaboration with Quality Document Controller/ Office Secretary.
- Communicate Quality Objectives and Quality policy to all Relevant Authorities.
- Evaluate Quality Objectives and check the attainability of Quality Objectives.

PROJECTS HANDLED:

1. Proposed Expansion and Renovation of Kuwait Health Center, Kingdom of Manama
Client: Ministry of Health
Consultant: Ministry of Works – Construction Projects Directorate
Contracted Amount – BD1.14million
2. Hamad Falcon @ M-26 Administration Buildings
Client: Bahrain Defence Force, Kingdom of Bahrain
Consultant: Mazen Alumran Consulting Engineers (MACE)
Contracted Amount: BD7.45 million

3. Diyar Al Muharraq @ M-73 Buildings
Client: Bahrain Defence Force
Contracted Amount: BD1.7million

2) GHUMAIS CONSTRUCTION COMPANY W.L.L.

Isa Town, Bahrain

QAQC Engineer (September 15, 2020 – February 20, 2022)

Duties and Responsibilities:

- Accountable for the quality and workmanship of every activity, precise knowledge of all aspects of engineering construction relating to Civil, Architectural, and Structural discipline interfacing the multidisciplinary processes.
- Responsible for QA/QC documents of the complete project including certificates, calibration, test results, inspection requests, non-compliance reports and site instruction/observations, permanent materials delivered, and other important QA/QC documents.
- Develop and determine all standards to perform inspection and tests on all procedures and oversee all testing methods and maintain high standards of quality for all processes.
- Review the quality of all materials at the site and ensure compliance with all project specifications and quality and collaborate with the department for all material procurement and maintain a quality of materials.
- Supervise the effective implementation of all test and inspection schedules and ensure adherence to all procedures and coordinate with various teams to perform quality audits on processes.
- Analyze all products and non-conformance processes and evaluate all documents to ensure the maintenance of optimal quality.
- Monitor an efficient system and record for all project activities and analyze all processes to ensure all work according to quality requirements.
- Manage all work methods and maintain knowledge on all quality assurance standards and monitor continuous application for all quality assurance processes and recommend corrective actions for all processes.
- Develop a method statement for the activity including risk assessment and job safety environmental analysis and Inspection Test Plan and Checklist based on specifications of the project.
- Liaise the Technical Engineer for submission of material submittals to Consultant
- Coordinate with the consultant's representative and Site In-charge for inspection.
- Report to the Project Manager, control, and monitor all activities related to Quality.

PROJECTS HANDLED:

- Comprehensive Social Services Complex – (8) Recreational Buildings
Consultant: Ministry of Works - Construction Projects Directorate
Client: Ministry of Labour & Social Development
Location: Isa Town, Bahrain
Contracted Amount – BD7.7million

Reference: Engr. Mohammad Khaled Noor – Project Manager, CPD
Consultant/Ministry of Works
Mobile: 36500250

3) SAYED KADHEM AL DURAZI & SONS B.S.C.

Road No. 4629, Nuwaidrat, Kingdom of Bahrain

Tel. No. 00973 1 728 0882 (HR Department)

General Manager: Mr. Sayed Mahdi

QA/QC Engineer (June 17, 2019 – Sept. 10, 2020)

Duties and Responsibilities:

- Perform all daily inspection and test of the scope and character necessary to achieve the quality of construction required in the drawings and specifications for all works under the contract performed ON or OFF site.
- Carry out inspection and checking for all quality related procedures in the site (NDT, etc.) and ensures activity at the site are as per approved method statement and inspection test plan.
- Coordinate with the consultant's representative and Site In-charge for inspection and meeting about quality problems including the closure of Non-Compliance Report.
- Report to the QA/QC Manager, control, and monitor all activities related to Quality Management System, QMS.
- Taking care of QA/QC documents of the entire project including certificates, calibration, test results, inspection requests, non-compliance reports and site instruction/observations, permanent materials delivered and other QA/QC documents. Responsible for the closure of Non-conformance, NCR and Site Instruction, SI.
- Responsible for the quality and workmanship of every activity, thorough knowledge of all phases of engineering construction relating to Civil, Architectural and Structural discipline interfacing the multidisciplinary operations.
- Develop method statement for the activity including risk assessment and job safety environmental analysis and Inspection Test Plan and Checklist based on specifications of the project.
- Carry out Internal Audit at the site as scheduled in the Project Quality Plan, PQP.
- Liaise the Technical Engineer for submission of material submittals to Consultant.
- Prepare tender clarifications for replies to queries from Client.
- Prepare pre-qualification documents for proposed tender projects.
- Review and checking tender documents such as architectural and structural plans including designs and specifications.

PROJECTS HANDLED:

- Sewerage Treatment Plant Expansion Phase 4, TUBLI, Kingdom of Bahrain
Client: Ministry of Works Consultant: JV KEO/P2M BERLIN
Contracted Amount – BD23,097,793.713
- Salmabad Development – Infrastructure Works, Salmabad, Bahrain (Storm Water/Network, Electricity, & Roads)
Consultant: AECOM

4) DAR METAL INDUSTRIES

P.O. Box 250183 Riyadh 11391, Saudi Arabia

Tel. No.: 00966-2-2421401/ 920000242

www.darmetal.com.sa

Site Engineer (July 21, 2016 – August 8, 2018)

Duties and Responsibilities:

- Assess the type of tender, client and closing date of tender to determine prioritization of all tenders.
- Analyze drawing, specifications and other documentation to prepare comprehensive cost estimates.
- When necessary, refer to previous projects of similar nature for cost comparison.
- Use Mathematical equations to determine the quantity of material needed by calculating width, length, depth and density.
- Demonstrate a thorough understanding of the scope for specific skills assigned.
- Prepare, issue, receive and review supplier and subcontractor proposals and pricing.
- Coordinates with the client on all changes in scope, questions or clarifications regarding the work, during the bidding process.
- Acts as a resource to project management during the award / start-up phase to clarify any issues regarding what was considered in the estimate including materials and methods of construction;
- Reviews budget and project profitability status and goals with supervision and project team as required. Seeks input on corrective measures to continuously improve the identification and accuracy of cost figures;
- Acts as a resource for project management by providing cost information and developing cost estimates for changes in the work, Conduct site inspection for tender understanding, analysis of conditions and assessment of risk and identification of activities that may or may not be shown in tender documents.
- Attend and participate in onsite meetings with clients, owners, representatives, staff, sub-trades, contractors, and other project stakeholders.
- Other onsite inspection duties as required.
- Develops project objectives by reviewing plans conferring to management.
- Determines project responsibilities by identifying project phases and elements, reviewing bids from contractors.
- To determine project specifications by studying product design, clients' requirements, and performance standards, completing technical studies.

- Determines project schedule by studying project plan and specifications, calculating time requirements, and sequencing project elements.
- Supervising projects: including in-house, external contractors and sub-contractors.
- To maintain project schedule by monitoring project progress, coordinating activities and resolving problems.
- Controls project plan by reviewing design, specifications, and plan and schedule changes, recommending actions.
- To apply personal technical knowledge and experience to the development and delivery of technical aspects to subordinates.
- Setting out Project works in accordance with Drawings and Specifications.
- Prepares project status reports by collecting, analyzing, and summarizing information and trends, recommending actions as well.
- Maintains safe and clean working environment by enforcing procedures, rules, and regulations.
- Maintains project data base by writing computer programs, entering and backing up data.
- Maintains product and company reputation by complying as per the Country's regulations.
- Contributes to team effort by accomplishing related results as needed and update the Project manager immediately if related issues may arise

Nature of Business:

- Installer & manufacturer of Aluminium, windows, cladding, curtain walls and Steel products including rails, staircase, fences, balconies, building facades (skylights, structural glazing/spider fittings, canopies and ornamental metal works)
- Installer & Design of structural steel and other architectural works
- Design, Architectural & Structural Engineering works for Commercial & Residential Buildings, towers & others

PROJECTS HANDLED:

- Construction of *4-Storey Commercial Building*– Mobily - Dammam, Saudi Arabia
- Construction of *Commercial Building* – Riyadh Park Mall - Riyadh, Saudi Arabia
- Client: Asalah
- Construction of *14 Villas/Building* – Al Khozama, Riyadh, Kingdom of Saudi Arabia
- Client: Al Bani
- Construction of *5-Storey Commercial & Residential Buildings* – Al Bani - Riyadh, KSA

5) METAL ARTWORK SAUDI CO.

Contractor: Saudi Binladin Group

Binladin Industrial Estate, Bahra P.O. Box 127007 Jeddah 21352, KSA

Tel. No.: +966-2-2894816 ; Fax: +966-2-2881619

Email: info@metalartplus.com

Site Engineer (May 23, 2013 – October 4, 2015)

Duties and Responsibilities:

- Collect data (RFQ, e-mail, official letter, client name & contract address, subject of inquiry and scope of work, project name & location, attachments (Drawings, IFC, project specifications, and BOQ, loading criteria, target execution period, etc.))
- Verify to client if missing data and provide physical samples for the required items and consultant approval.
- Issue Job Order for conceptual drawings.
- Request for estimation and verify Quotation and raw material cost.
- Follow-up for quotation's approval & comments with the clients
- Follow-up Purchase Order.
- Issue Job Order for Shop Drawings, Structural Calculations & material bills.
- Issue Material Technical Submittals & Method Statement for Installation.
- Collect approval of MTS and MST
- Issue Job Order for fabrication.
- Coordinate with assistant project manager.
- Assist the SMP/PM in the drafting and issuance of project proposals, preliminary schedules.
- Site meetings with the Contractor (AREEN & SBG with Consultant - DAR-AL Handasah, Representative) to discuss relevant issues and distribute minutes to all project team members and Area Manager (MOFAC).
- Track the progress and quality of work being performed by design department including the production department (CNC Lathe Operation – Machining) – Metal Artworks.
- Use project scheduling and control tools to monitor projects plans in coordination with the Area manager. Updates daily about the coming day's design and activities based on what is being implemented at site.
- To travel from one site to another for any special needs and discuss with the PM reaching the procurement of desired materials as per the correct specifications.
- To set out works as per the contract drawings and coordinate with the technical department for any changes of design (as advised/required).
- Effectively and accurately communicate relevant project information to the client/contractor (SBG) and project team. Ensure clients' needs are met in a timely and cost effective manner.
- Review field inspection reports & CRS from Consultants throughout the lifecycle of the project and respond accordingly.
- Prepare substantial completion certificates and ensure all required project close out documents are obtained (ITP, MTS, MST, RIW, & MIR Submittals).
- Communicate ideas from improving company processes with a positive and constructive attitude, and for developing this attitude in others. Suggest informative and attractive solutions to the Area Manager.
- Keep the projects Manager (PM) and Senior Manager Project (SMP) and others informed about the project status and issues that may impact client relations.

Quantity Surveyor (probationary period) – (July, 2013 – February, 2014)

Duties and Responsibilities:

- Conducting reviews on approved plans to estimate materials, time and labour costs
- Preparing, negotiating and analyzing costs for tenders and contracts
- Coordinates with procurement, cost and construction department
- Gives advice on a range of legal issues and related matters
- Valuing completed work for the arrangement of payments

PROJECTS HANDLED:

- *New King Abdulaziz International Airport Development Project – Site Engineer* (Contract No.J-10-421/422-PF-0, Terminal Complex, Control Tower and Supporting Facilities, Jeddah, KSA)
- *Haramain High Speed Rail – responsible for all related documentations and site follow-up progress* (Contract No.: C/Cont/HHR/2013/0063 - Al Haramain High Speed Rail Link P1P2, Makkah, KSA)
- *HARAM Expansion Project (Security Buildings) - responsible for all related documentations and site follow-up progress*

Client: Saudi Binladin Group

Type of Project: Manufacture, fabrication and installation of metal doors(HMD), frames, gates, roofs, steel structures, glass handrails/building facades and casting metal products & other extra Engineering projects

(Piling-Bridges & Footing – Rabigh area & some part in Binladin Industrial Area & Makkah)

6) SAUDI BINLADIN GROUP (Precast Concrete Product Company – Rabigh)

P.O. Box 9887 Jeddah 21423, Saudi Arabia

Contact No.: 02-640-0004; Fax: 02-640-4368

QA/QC Engineer (May 1, 2010 – November 14, 2012)

Duties and Responsibilities:

- Responsible in organizing, implementing, conducting and managing the QA/QC programs as per the Company's Quality Policy.
- Coordinate with the document control & technical department of the technical submittals, drawings & other technical issues.
- Coordinate with the consultant's representative and Site In-charge for inspection and meeting about quality problems including the closure of Non-Compliance Report.
- Report to the QA/QC Manager, control, and monitor all activities related to Quality Management System, QMS.
- Attend all daily inspections, monitor required tests (concrete mix testing, concrete pouring, steel reinforcement, etc.) and record inspections and tests made to achieve the quality of construction required in the drawings and specifications for all works under the contract performed ON or OFF site.
- Assists consultant or client's representatives for the conduct of day-to-day related project inspections(preparation of steel reinforcement, table moulds, pouring of

concrete & others).

- Coordinate with the production department regarding work performance and hold authority to stop work in any area where discrepancies remain uncorrected and cancel the Stop Work Order upon satisfactory, correction of noted deficiencies.
- Provide technical support as per specifications and requirements if needed.
- Assists QA/QC manager in conducting post-pour checking.
- Ensure that Non-Conformance Report (NCR) is raised once the activities are deviated from the Contract specifications.
- Responsible for the quality and workmanship of every activity, thorough knowledge of all phases of engineering construction relating to Civil, Architectural and Structural discipline interfacing the multidisciplinary operations.
- Attend monthly report review meeting and alert the whole QC and/or Production department of any potential problems.
- Maintain pertinent records of inspection and testing until end of the contract and all important records for retention on completion of the project.

PROJECTS HANDLED:

- Construction of *King Saud University*, Riyadh, Saudi Arabia
Contracted Amount – SAR215million
- Construction of *Umm Al Qura University*, Makkah, Saudi Arabia
Contracted Amount – SR4billion
- Construction of *King Saud University*, Madinah (Hospital Building)
- Construction/Improvement of *Jamarath Bridge*, Mina, Makkah, Saudi Arabia
- Construction of *Al Shumaisy Detention Cell*, Saudi Arabia
- Construction of *King Abdulaziz University*, Jeddah, Saudi Arabia
- Construction of *Makkah Entrance Gate*, Makkah, Saudi Arabia

Nature of Business:

- Manufacturer and installer of Precast Concrete Products (columns, wall panels like solid panels, insulated panels, beams, parapets, spines, hollow core slabs and other precast concrete related products for civil construction)
- Civil works services (fully functional civil, mechanical services, HVAC & DUCT fabrication, carpentry workshops, piling rigs, fully equipped laboratories, etc.)

7) UNITED PRECAST CONCRETE, L.L.C

Est. No. 48322 P.O. Box 43774 Abu Dhabi, United Arab Emirates

Contact No.: +971 2 551 5404

Quality Control Inspector (February 26, 2008 – November 25, 2009)

Duties and Responsibilities:

- Checks the casting planning for moulds to be inspected. Inspection will be carried out when mould fabrication is finished. Inspection to be in accordance with the project specifications.
- Inspects reinforcement and cast-in parts (electric boxes, recesses, lifting anchors/sockets, ropes, dowels, etc.) against the reinforcement details; Any non-conformance issues to be raised immediately.

- Inspects concrete mixture (includes the amount of admixtures, percent of water and air, sand, aggregate, silica fume, slag and cement) from the batching plant if some problems occur on the concrete to be casted.
- Technical coordination with the batching plant supervisor.
- Performs final inspection (verification of geometry, surface finishing, cut-outs, lifting anchors and also for the element number, date of casting, & project number) after the curing and signs the element for release as per codes and standards.
- Prepares daily documentation based from observation & updates QA/QC Engineer regarding the non-conformities and other related issues for records.
- Assists QA/QC Engineer for the daily activities related to QA/QC functions for the effective implementation of Quality Management System.
- Attend weekly Review Meeting & provide status of project items with Non-Conformities & review possible solutions with the QA/QC Engineer and Production Engineer.
- Monitor all activities related to quality control at factory.
- Participate in design sessions and immediate meetings for development of new functionality.
- Prepare and evaluate all layout reports and facilitate corrective measure if required.

Product Range:

- Pre-stressed hollowcore slabs of 150, 200 and 265mm
- Façade elements ; (Steel Structure, Piling-Bridges & Footing, Retaining Wall Inspection)
- Solid panels (pigmented and grey)
- Pre-stressed slabs from 400 – 950mm
- Boundary walls
- Beams and columns
- Standard stair cases
- Building systems

8) LOCAL GOVERNMENT - PHILIPPINES

Municipality of Lagayan, Abra
Poblacion, Lagayan, Abra 2800

Assistant Municipal Engineer – Contractual

Inclusive dates: November 7, 2004 – December 31, 2007

Nature of Business: Government

Duties and Responsibilities:

- Develop and assist with the department's work plan and assist the municipal engineer on municipal infrastructure and operating projects; prepares plans, designs, specifications and estimates.
- Prepare and monitor projects; conduct field and site inspections, in relations to both operations and municipal projects, ensuring work is performed in a safe, timely and professional manner.
- Review and evaluate service delivery methods and systems; identify opportunities for improvement and make recommendations to the Municipal mayor and Municipal engineer of changes to enhance services.
- Recommend programs with the presence of the municipal councillors and

department staffs to promote sustainability of infrastructure, and provide servicing and infrastructure information to other contractors and developers.

- Assists the Municipal Engineer in developing and managing infrastructure operating programs and conduct engineering and design of the infrastructure extensions to include water, storm sewer, street sidewalk, and gutter and curb, and others in accordance with established guidelines, acts and regulations.
- Assists the Department of Public Works & Highways in managing departmental budget and preparation of budget reports; participate in budget forecasts (IRA-allotted development projects).
- Develop a building maintenance program and be responsible to coordinate, facilitate and manage the maintenance of all Municipal buildings or assets.
- Maintains accurate records of time and material within the department as well as other costs of all projects as assigned to ensure proper costing.
- Participate and attend Health & safety Committee trainings and promote a healthy and safe work environment.
- Maintain good public relations in dealing with the community people.
- Carry out any and all duties and responsibilities that had been directed by the Municipal mayor and other relevant concerns (municipal project connections) directed by the Head of the Public Works & Highways.
- Assist with the day-today operations, ensuring operational environmental compliance and municipal works projects.
- Frequent travel within the municipality.
- Other duties as assigned and directed.

I hereby certify that the statement, data, information and documents stated and attached herein are the factual truth to the best of my knowledge.

JOY B. SEQUERRA

Applicant' Signature