

**MARK ANTHONY S. CRUZ**  
**Building # 45, Shuaib St. Najma, Doha Qatar**  
**Mobile No.: 0974 - 31623434**  
**Email Add: markanthonymcruz1983@gmail.com**

**Career Objective**

A challenging position concerned where opportunities are available for my carrier growth, while contributing actively to the company success and good will maintain and maintain good record of being friendly cooperating and supporting with management colleagues and clients in my projects.

**Educational Background:**

**College : Technological Institute of the Philippines**  
**Course : Computer Engineering (2001-2004) (Under Graduate)**  
**Secondary : Jose Rizal Institute (1997-2001)**  
**Primary : Capunitan Elementary School (1991-1997)**  
**Vocational : TESDA (Oct. 2009) Welder (SMAW)**  
**Training : IOSH MANAGING SAFETY (Sept.17-22 2019) Doha, Qata**

**Work Experience**

**I have been working for 2 year(s) as a BMS Controller/ Technician.**

1 Position: BMS Controller/Technician

Duration: October 2021 - PRESENT

Company: Honeywell

Company Industry: Others

Location Qatar

- Summary of Qualifications:
- Assist the BMS Operator for the Monitoring & Control of Honeywell EBI BMS System on Shift Duty and Relieve him during his Rest Day. .
  - Conduct Critical BMS Parameters Reading and put it in the Log Sheet Every 3 hours during Shift.
  - Adjust Temperature Setpoints of AHU’s as per Room Requirements
  - Print PM Checklist and Provide to our Maintenance Team as per PPM Schedule for Building Automation System such as HVAC System (Chiller, AHU, Cooling Tower, FCU, FAHU, TFA, Sensors, Pumps, Motors, steam boiler and Heat Exchanger etc.)
  - Assist in Preparation of asset survey reports, data for solving maintenance related problems & daily/weekly/monthly inspections
  - Respond to client queries regarding issues at their sites.
  - Take delivery of all incoming materials and reconcile with purchase orders
  - Track, document, and resolve any discrepancies on received orders
  - Ensure accuracy of the facility’s inventory system (FOCUS) by updating records of physical inventory totals, receipts, adjustments and returns.
  - Manage inventory / supplies and ensure they are within the established minimum and maximum levels.
  - Keep up-to-date records, records of receipts, records, and withdrawal from the stockroom
  - Responsible for packing, labelling and returning supplies.
  - Responsible for stock, rotation and coordinate the disposable of surpluses
  - .Responsible for cancelled or damaged items back to suppliers as appropriate.
  - Oversee the movement of equipment, and minor repairs
  - .Monitor and take inventory on regular basis to compile orders based on par levels or needs.
  - Power and Automation Control International

**Gulf Serv W.L.L. – Qatar**  
**Inclusive Date – October 2020 –October 2021**  
**Position Held – Storekeeper**

**Duties and Responsibilities**

1. Take delivery of all incoming materials and reconcile with purchase orders
2. Track, document, and resolve any discrepancies on received orders
3. Ensure accuracy of the facility's inventory system (FOCUS) by updating records of physical inventory totals, receipts, adjustments and returns.
4. Manage inventory / supplies and ensure they are within the established minimum and maximum levels.
5. Keep up-to-date records, records of receipts, records, and withdrawal from the stockroom
6. Responsible for packing, labelling and returning supplies.
7. Responsible for stock, rotation and coordinate the disposable of surpluses
8. Responsible for cancelled or damaged items back to suppliers as appropriate.
9. Oversee the movement of equipment, and minor repairs
10. Monitor and take inventory on regular basis to compile orders based on par levels or needs.
11. Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
12. Ensure all requisitions are signed by concerned person and approved by department head.

- **Power and Automation Control International – Qatar**
- **Inclusive Date – September 26, 2019 – September 26,2020**
- **Position Held – Storekeeper**

**Duties and Responsibilities**

1. Received and inspect all incoming materials and reconciles with purchase orders; and process distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received.
2. Fills supply requisitions; assists buyer to order adequate merchandise and supplies; delivers orders.
3. Receives stores, tags and tracks surplus property.
4. Ships canceled and damaged items back to vendors as appropriate.
5. Handles and documents storage and transportation of hazardous materials.
6. Maintains the warehouse, records area and stores area in a neat and orderly manner.
7. Answers questions regarding procedures and resolves discrepancies regarding receipts, deliveries, warranties, repairs and surplus property.
8. Trains and directs the work of student assistants.
9. Receipt and dispatch of goods
10. Handling and stacking

**May 2016 - May 2018**  
**JGC/Daewoo**

**- MATERIAL CONTROLLER**  
**- Jazan Refinery and Terminal Saudi Aramco Project**  
**Zamil Project, Saudi Arabia**

**Eastern Recruitment Company- Zamil Coolcare**

**Responsibilities:**

Leading tool box safety talks among warehouse employees. Perform receiving and ware housing, checking quantity and quality materials deliveries as per purchase order.

**Description and specifications required.**

1. Filling out non-conformance report as required.
2. Prepare Documents and Report such as;
  - Quotation Request
  - Purchase Order
  - Delivery Note, Gate Pass & Transmittal Form
  - Material Receiving Report
3. Issuance Form (Consumables Duct and E/I Materials)
4. Weekly Procurement Delivery Report
5. Daily & Monthly Report of Consumable Materials Status
6. Weekly Report of Store Materials Status
7. Daily Monitoring of Consumables, Duct & E / I Material

**POSITION: MATERIAL CONTROLLER / FIELD ENGINEER**  
**WASIT REFINERY AND GAS PLANT SAUDI ARAMCO**

**Duration: 2012-2015**

**Company: Kiljin Kang & Partnership Co. Ltd.**

**Location: Kingdom Of Saudi Arabia**

**Duties and Responsibilities**

1. Arrangement of Equipment for blasting and painting activity accordance to the project.
2. Set up, maintain, and trouble shoot blasting & coating equipment.
3. Properly establish compressor capacities & establish air & blast hose sizes that will achieve satisfactory nozzle pressures.
4. Having working knowledge to execute blasting & painting works in a controlled manner following the required standard to achieve good quality & productivity.
5. Checking air quality to make sure that it's free of oil, moisture & other contamination.
6. Checking weather condition to make sure that blasting & painting should be carried out under acceptable weather conditions as per standard
7. Proper use of materials & techniques of mixing.
8. Use of all measuring equipment's to verify that blasting & coating is going on as per the required standards.
9. Preparation of material requests (abrasives and paints).
10. Raise RFI for Final Inspection to the QC inspector/ Client Inspector.
11. Checking the availability of Mechanical release prior to blasting and painting.
12. Arrange the required facilities for blaster and painter qualification.
13. Select and assign the job to the blaster and painter based on the criticality.
14. Prepare daily reports and document for future reference and handover to the client upon the completion of the Project.
15. Conducting Visual inspection, Holiday testing and DFT Readings as per the standard requirement.
16. Conducting training program for blasters and painters.
17. Implement the required Safety Requirements in practice.
18. Organize, monitor and coordinates safety awareness program, loss prevention program within construction area.

**Position: Production Assistant**  
**Duration: 2009-2012**  
**Company: ORICA EXPLOSIVE**  
**Location: Limay, Bataan Philippines**

**Duties and Responsibilities:**

1. Examine blast areas to determine amounts and kinds of explosive charges needed and to ensure that safety laws are observed.
2. Insert powder charges into chambers of sidewall sample-taking cylinders, and assemble cylinders.
3. Insert powder charges into cylinder.
4. Insert and pour explosives into cylinder.
5. Clean, gauge, and pot.
6. Drive boggy trucks to transport explosives into the packaging area.
7. Maintain inventory levels
8. Observe weight indicators.
9. Assemble and position equipment, explosives, and blasting caps in holes at specified depths.
10. Pack the Explosives and Deliver to the Storage Area.

**Position: Factory Worker**  
**Duration: 2006-2008**  
**Company: SU'S PRECISION TOOLS LTD.**  
**Location: Kaoshioung, Taiwan**

**Duties and Responsibilities:**

1. Starts and controls drilling action and lowering of well casing into well bore.
2. Withdraws drill rod from hole and extracts core sample.
3. Couples additional lengths of drill rod as bit advances.
4. Changes drill bits as needed.
5. Pours water into well or pumps water or slush into well to cool drill bit and remove drillings
6. Retrieves lost equipment from bore holes, using retrieval tools and equipment.
7. Records drilling progress and geological data.
8. Fabricates well casings.
9. Lubricates machine, splices worn or broken cables, replaced parts, and builds up and repairs drill bits.
10. Drives or guides truck-mounted equipment into position, levels and stabilizes rig, and extends telescoping derrick.
11. Inspects core samples to determine nature of strata, or takes samples to laboratory for analysis.
12. Assembles non-truck-mounted drilling equipment, using hand tools and power tools.
13. Monitors operation of drilling equipment to determine changes in strata or variations in drilling.

**Position: Line Checker**  
**Duration: Apr 2004-May 2006**  
**Company: Bataan Refinery Corporation**  
**Location: Limay, Bataan Philippines**

**Duties and Responsibilities:**

1. Perform piping Line Check and prepare punch list then consult punch work with subcontractor.
2. Assure that all pipe supports are properly installed of correct type and material.
3. Follow up and perform back check of Punch Work.
4. Prepare field materials requisitions for permanent plant materials which mainly affect punch clearing.
5. Supervise and control punch clearing groups.
6. Prepare progress report of punch cleared test packages for hydro testing.
7. Perform piping reinstatement check.
8. Responsible for preparing as-built drawing of modified lines as per site actual condition requirements and take the approval from Design Engineering Section.

Computer Proficiency

- Knowledge of Operating Systems: Windows 98, Windows XP, MS Word, Excel. ERP and SAP System

Personal Data:

Date of Birth : November 1,1983  
Height : 5'7"  
Gender : Male  
Marital Status : Married  
Nationality : Filipino  
Permanent Address : #74 Capunitan Orion, Bataan Philippines

The positions written above are the skills that I already acquired. I'm willing to accept any opportunity which can give me more knowledge to develop and become a good asset to your company. I will assure you that I will do the best I can.

Thank you very much

**MARK ANTHONY S. CRUZ**  
**APPLICANT**