

POSITION APPLIED: _____

**LORENZO REYES BENTULAN**

Current address: 820 Malik Bin Anas Street , Bldg. 55, Old Salata, Doha Qatar

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STOREKEEPER: 5 Yrs. / BMS OPERATOR: 6 Yrs. / ADMIN STAFF: 4 Yrs. / TECHNICAL SUPPORT: 5 Yrs.

I have been working for more than twenty (20) years for various companies and industries. I strongly believe that my work experiences developed my interpersonal skills to be able to adapt myself to work in a variety of positions. I am very flexible working alongside people at different levels within the organization which may help me to carry out my duties and responsibilities effectively.

WORK EXPERIENCE**POSITION: STOREKEEPER****DURATION: JAN. 2019–JUNE2024****COMPANY: AL HITMI FACILITY MANAGEMENT****INDUSTRY: SERVICE PROVIDER****COUNTRY: QATAR****DEPARTMENT: ADMIN SUPPORT****DUTIES AND RESPONSIBILITIES:**

- Ensure all details written on the stock withdrawal forms, and maintenance assessment reports and with the approval by the facilities manager to ensure reliable documents associated with all spare parts movement
- Check physical parts on an item-by-item basis and count all items upon signing every delivery note to spot defects, validity or expiration date, and parts specification discrepancies and also to ensure correct item quantity received at all times
- Arrange materials in an organized and secure manner for easy searching and to avoid untoward accidents from happening
- Maintain the following records to ensure in/out of materials were properly documented such as; consumables withdrawn, tools issuance, tools borrower, maintenance forms, asset cancellation records
- Encode stock out regularly into the inventory system to ensure the current tally of stock and also to keep track of parts movement

POSITION: ADMIN STAFF**DURATION: JUNE2013–JAN. 2017****COMPANY: AL HITMI FACILITY MANAGEMENT****INDUSTRY: SERVICE PROVIDER****COUNTRY: QATAR****DEPARTMENT: ADMIN SUPPORT****DUTIES AND RESPONSIBILITIES:**

- Put hard documents and hard copy files into their respective files folder
- Assists in the direction and coordination of day-to-day operation of the office and staff
- Performs a variety of clerical, secretarial, data entry, and general office duties
- Assists in compiling, maintaining, and updating various records, forms, and reports
- Assists in typing, recording, copying, and filing correspondence, memos, and other documents for the office
- Configure, manage and maintain Computed Aided Facility Management System (CAFM Explorer) to ensure the database is accurate and properly updated
- Coordinate and work alongside with maintenance manager in implementing preventive maintenance schedule into the CAFM system to make sure new work orders are auto-generated timely as planned
- Oversee helpdesk operation to ensure all received tenant maintenance concerns are properly logged, generate work orders, and issued swiftly to technicians/contractors

- Assist/train helpdesk operator on how to use the system, provide a general understanding of the system, workflow, and maintenance operational processes
- Create customized reports on-demand by the operations manager/maintenance manager
- Extend help as needed such as; creating office forms, format, and operating system installation for computers setting up new printers, and setting up the Microsoft Outlook email system
- Answer phone calls from tenants and encode maintenance complaints into the system to ensure calls are recorded accordingly

POSITION: BMS OPERATOR**DURATION: JUNE 2011–JAN. 2013****COMPANY: AL HITMI FACILITY MANAGEMENT****INDUSTRY: SERVICE PROVIDER****COUNTRY: QATAR****DEPARTMENT: MAINTENANCE****DUTIES AND RESPONSIBILITIES:**

- Monitor the system to ensure all equipment is running in auto mode
- Coordinate and work alongside HVAC, plumbing, and electrical technicians to carry out fault rectification
- Carry out planned preventive maintenance procedures and create a condition report
- Troubleshoot and rectify field-level devices and perform functional tests to make sure that the job is done appropriately
- Create an unresolved issues list and submit a report to the facilities manager for further coordination with the associated system provider
- Coordinate and work alongside the system provider engineers for fault rectification as per the unresolved issues list
- Interpret the Sequence of Operation to have an overview of the field devices/equipment sections, defined set points, alarm points, and interlocking with other building services
- Monitor and operate the Fire Detection System control panel to carry out system reset in the event fire alarm occurrences
- Operate an Access Control System to enroll card users and give access rights
- Operate CCTV System to view and review recorded events

POSITION: BMS OPERATOR**DURATION: JULY 2009–JUNE 2011****COMPANY: SAUDI OGER LIMITED****INDUSTRY: SERVICE PROVIDER****COUNTRY: SAUDI ARABIA****DEPARTMENT: MAINTENANCE****DUTIES AND RESPONSIBILITIES:**

- Monitor and operate the building management system to ensure and verify these conditions;
 - Ensure all equipment is running in auto mode
 - Plumbing system components running normally
- Make system adjustments to satisfy space temperature and building pressure requirement
- Carry out system commands as requested by the HVAC, plumbing, and lighting technician
- Acknowledge system alarms regularly and initiate rectification procedures to resolve critical issues
- Prepare daily activity, weekly maintenance reports, system deficiency items reports, and trend log on demand
- Assist the commissioning team with component functionality tests and verifying system performance

POSITION: TECHNICAL SUPPORT**DURATION: NOV. 2007-FEB. 2009****COMPANY: HORIZON INDUSTRIES LLC.****INDUSTRY: MANUFACTURING****COUNTRY: DUBAI, UAE****DEPARTMENT: ADMIN SUPPORT****DUTIES AND RESPONSIBILITIES:**

- Setup operating systems and office system software
- Troubleshoot and rectify network communication problem
- Recommends purchases of technology resources
- Repair desktop and laptop computer
- Provide training and support to staff with their office system software concerns
- Local area networking structured cabling and patch panel installation

POSITION: TECHNICAL SUPPORT ENGINEER**DURATION: APRIL 2000-APRIL 2003****COMPANY: ACIDSOFT ENGINEERING PHILS.****INDUSTRY: SERVICE PROVIDER****COUNTRY: PHILIPPINES****DEPARTMENT: TECHNICAL****DUTIES AND RESPONSIBILITIES:**

- Coordinate and work along with other technical support personnel for the following;
 - Local area network structured cabling and patch panel installation
 - Setup operating system and office systems software
 - Troubleshoot and rectify network communication problem
- Provide on-site training to clients with application systems and Microsoft Office system software
- Prepare recommendations about purchases of technology resources
- Repair desktop computer and printer and assemble a desktop computer
- Provide over-the-phone and on-site support to clients with issues associated with information technology

COMPUTER SKILLS

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|-----------------------|---------------------|------------------------|
| • Microsoft Excel | • Microsoft Access | • AutoCAD 2007 |
| • Microsoft Publisher | • Microsoft Outlook | • Bright ERP System |
| • Microsoft Word | • Adobe Photoshop | • Window 97, 98 and 10 |

CERTIFICATE/TRAINING/RECOMMENDATION

<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>COMPANY</u>
Database Team Leader	Qatar	Al Hitmi Facility Management
Working Safely	Qatar	Enertech Qatar
ALERTON Technical Training	Saudi	Saudi Oger Limited
BMS Operator	Saudi	Saudi Oger Limited

SPECIAL SKILLS*Create the following:*

Business cards, flyers, folder labels, stickers, certificates, logo designing, organizational charts, flow charts, forms, and photo editing

EDUCATION**FIELD OF STUDY: BACHELOR OF SCIENCE IN COMPUTER ENGINEERING****PERSONAL INFORMATION**

AGE: 52 YEARS OLD	CIVIL STATUS: MARRIED	HEIGHT: 5'8"
RELIGION: ROMAN CATHOLIC	WEIGHT: 82 KGS	CITIZENSHIP: FILIPINO

CHARACTER REFERENCES

AMINE OUNANE	PROPERTY MANAGER – ALI BIN KHALIFA AL HITMI & CO.	+974 7789 5739
GABRIEL CIUCULAN	MAINTENANCE MANAGER – AL HITMI FACILITY MANAGEMENT	+974 3048 1280