

# Arvin Joel D. Aya

## Civil Engineer

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📍 Doha, Qatar

📅 11/08/1994

🚩 Filipino

👤 Single

### 🎓 EDUCATION

#### Registered Civil Engineer

Professional Regulation  
Commission (PRC)  
05/2022 – 08/2025

#### Bachelor of Science in Civil Engineering

Manuel S. Enverga University  
10/2014 – 05/2019  
Lucena City, Philippines

### 🧠 SKILLS

Autodesk Revit Architecture ● ● ● ● ●

Autocad (CAD) ● ● ● ● ●  
2D and 3D Drafting and  
Drawing

Sketch-up ● ● ● ● ●  
3D Drawing/Design

Site Inspection and Cost Estimation ● ● ● ● ●  
Construction, Roads and Bridges

Computer Skills ● ● ● ● ●  
Microsoft Office (MS Word,  
Excel, Powerpoint, Teams etc.)

### 👛 PROFESSIONAL EXPERIENCE

#### Project Coordinator

Darfaat Wood Industry LLC  
01/2024 – 06/2024 | Dubai, UAE

- Coordinate and manage residential fit-out, kitchen cabinet projects, ensuring progress, quality, cost control, and client satisfaction.
- Supervision of production design, and quality assurance of wood products.
- Coordinate with all parties to ensure the perfect workflow during all phases of shop drawing, execution, installation and submittal.
- Verification and understanding technical drawings using 2D Autocad and 3D Sketch-up Software.
- Making sure that products are produced on time and are of good quality.
- Daily supervision of site activities, ensuring proper installation of Kitchen Cabinets, among the team to run multiple jobsite efficiently.

#### Civil Project Inspector

Local Government Unit - Municipal Hall  
09/2022 – 01/2024 | Sariaya, Quezon Province, Philippines

- Inspecting and supervising the construction, maintenance, improvement, and repair of roads, bridges involving branch facilities and engineering and public works projects of the local government unit concerned.
- To supervise and follow up construction electrical systems Installation, Inspections, Testing & Commissioning.
- Overseeing and managing the day to day site activities/operation and coordination works.
- Conduct site inspection, punch-listing and uses Survey Equipment to ensure all relevant construction codes/guidelines are being followed & implemented on Site Locations, Roads & Bridges, MEP system installation, maintenance and technical advice to service providers, supervisors and inspectors.
- Able to prepare shop drawing/Site Survey, As-built Plans and Site Development Plans.
- Work with assigned PM/Architect & Engineer and other project team members to ensure that the construction project is in accordance with design specifications, materials, cost, time schedule and permits.
- To perform site layout / measurement and setting out and conduct internal QA/QC works and related quality control measures
- Accomplishes and prepares QAQC Checklist, Bill of Quantities/Materials, Construction Schedule and Daily Report.

#### Field Engineer

Makati Development Corporation (MDC) BuildPlus  
07/2022 – 09/2022 | Laguna, Philippines

- Responsible for monitoring all related work activities and assigned tasks being done on site-based such as inspection of civil works, punch-listing and other Fit-out works in a Subdivision and Residential Houses Construction Project.
- Coordinates and monitors subcontractor works on proper execution and compliance to Quality plan.
- Maintain and manage all plans, specifications, cost, and material estimates, subcontracts, and related reports.
- Ensure control in the design of projects and specifications and ensure adherence to criteria including quality, safety, timing, and cost.

#### Junior Engineer

RT Limbo Construction  
03/2021 – 07/2022 | Sariaya, Quezon, Philippines

- Maintain all documentation control and filing.
- Coordinate the procurement of construction materials, and ensure timely delivery and accuracy of purchase orders.

- Demonstrate strong knowledge of technological developments in the field of engineering.
- Assist in troubleshooting and resolving technical issues that may arise during the development or production phase.
- Coordinate and communicate effectively with cross-functional teams, including project managers, foreman, and technicians.

**Civil Engineer - Intern**

EE BLACK LTD General Contractor

06/2018 – 08/2018 | Bonifacio Global City, Philippines

- Utilizes a CAD workstation to prepare engineering drawings consisting of basic arrangements, layouts, flow sheets, assemblies, isometrics, etc., from rough sketches and/or from general engineering and design information according to established standards and procedures.
- Worked with field supervision to assist with project layout & field conditions.
- Supervise on-site activities, providing guidance and support to project teams and contractors to ensure project objectives are met efficiently and effectively.
- Prepare Technical recommendations, proposals, requests, reports and submittals for client's approval.
- Prepare Technical documents, designs, and estimates for individual Civil Tasks.