



DJANIN CAZANDRA LAYLAY

SKILLS

- **Software Proficiency:** AutoCAD, Revit, SketchUp, ArchiCad, Enscape, Lumion, MS Office applications
- **Design and Drafting:** Proficient in architectural drawing, 3D modeling, and rendering.
- **Technical Skills:** Knowledge of building codes, construction methods, materials and Estimating.
- **Communication:** Strong verbal and written communication skills; experienced in presenting design concepts.
- **Collaboration:** Team-oriented with experience working in multidisciplinary teams.

HOBBIES



Working out



Running



Painting

MY PROFILE



Doha Qatar



Visa status: Resident



djanin2002@gmail.com



Filipino, English

EXPERIENCE

■ MATERIALS COORDINATOR

PHENIX GARUDA CONSTRUCTION AND DEVELOPMENT CORPORATION
OCT 2025-DECEMBER 2025

- COORDINATED THE MANAGEMENT AND TRACKING OF OWNER-SUPPLIED MATERIALS (OSM) FROM PROCUREMENT TO SITE DELIVERY, ENSURING TIMELY AVAILABILITY FOR CONSTRUCTION ACTIVITIES.
- ESTIMATED AND PREPARED MATERIAL REQUIREMENTS BASED ON CUTTING LIST PLANS AND CONSTRUCTION DRAWINGS, ENSURING ACCURATE FORECASTS AND MINIMIZING MATERIAL SHORTAGES.
- MONITORED MATERIAL STATUS THROUGH DETAILED TRACKING LOGS, REPORTS, AND SCHEDULES, ALIGNING DELIVERIES WITH PROJECT TIMELINES.
- LIAISED WITH PROCUREMENT, LOGISTICS, ENGINEERING, AND CONSTRUCTION TEAMS TO RESOLVE SUPPLY, SPECIFICATION, AND DELIVERY ISSUES.
- VERIFIED MATERIAL COMPLIANCE WITH TECHNICAL SPECIFICATIONS AND QUALITY STANDARDS IN COORDINATION WITH QA/QC.
- OVERSAW LOGISTICS, WAREHOUSING, AND PRESERVATION OF OSM MATERIALS, ENSURING PROPER STORAGE AND DOCUMENTATION.
- PREPARED AND MAINTAINED MATERIAL REGISTERS, DELIVERY NOTES, MIRS, AND OTHER RELEVANT DOCUMENTATION.
- REPORTED POTENTIAL MATERIAL DELAYS OR SHORTAGES TO PROJECT MANAGEMENT AND PROPOSED MITIGATION ACTIONS.
- ENSURED COMPLIANCE WITH HSE PROCEDURES AND COMPANY MATERIAL HANDLING STANDARDS.

EDUCATION

■ BACHELOR OF SCIENCE IN ARCHITECTURE

2020-2025 | UNIVERSITY OF SANTO TOMAS

■ SENIOR HIGH SCHOOL, STEM

2018-2020 | PHILIPPINE SCHOOL DOHA

CERTIFICATIONS

■ AUTODESK REVIT MEPF 2025 TRAINING