

ELMER LERIOS TANDOC

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OBJECTIVE:

To work in a reputable company where I can apply my knowledge, interpersonal and job skills, thus enriching the information and expertise for my professional performance and similarly to collaborate in the development and growth of the company.

SKILLS

- Knowledge in MS Offices
- Detail oriented
- Proficient people person
- Hardworking and reliable
- Familiar with MS Excel
- Multi-tasker
- Physically fit
- Flexible
- Team player
- Neat and organized
- Time management ability
- Process Improvement

WORK EXPERIENCE:

Senior Busbar Technician

September 2018 – Present

Safety Electrical Switchgear – JAFZA, Dubai, UAE

- Fabricating busbar for Form 2, 3 and 4 panel.
- Making busbar for ARTU-K ABB, BLOCKSET and Prisma TT panel.
- In charge of site work. Including taking measurements of busbar interconnection to bus raiser.
- Keep a record of stored materials accordingly.
- Collect data and information for preparing weekly, monthly and annual reports.
- Perform data entry into computer systems using Microsoft Excel.
- Leading the installation of new electrical components and the maintenance and repair of the existing electrical infrastructures.
- Read Technical drawing and schematic diagram to determine the proper wiring and installation of electrical components.
- Perform layout and wiring for capacitor bank, Star Delta, ATS and VFD control panels.

Busbar Technician / Busbar CNC Operator

October 2014 – August 2018

Alfanar Electrical System – DIP 1, Dubai, UAE

- Read technical drawings/plans and schematics and understand specifications.
- Construct/customize different panels as per the design provided by the panel designer and under the supervision of the Engineer.
- Uses Manual Hydraulic Machine
- Maintain the quality of the panels constructed.
- Ensure the panels are built in accordance with specifications of the customer.
- Utilization of materials using for panel building avoiding wastages
- To do completion of the work within the stipulated estimated time frame
- To follow rules, policies, and ethics of the company
- Terminating and Setting Switchgear, Panels, and other Distribution Equipment
- Spearheading the set- up of generators and transfer switches, enabling the provision of facilities that are not connected to the prime power source.
- Executing site inspection and testing of all installed electrical systems, accurately recording results, and ensuring compliance to UAE Standard Regulations.

Busbar Technician / Busbar CNC Operator

June 2012 – September 2014

Total Powerbox – Silang Cavite, PH

Knowledge in making copper busbar of the ff.

- SMDB and MDB Panel
- HV, LV, and MV Panel
- Load Break Panel
- SYNCHRONIZE Panel
- Automatic Capacitor Bank
- Busduct Riser
- Interconnection of busbar of LV Panel, Transformer and GENSET
- LEADMAN / Site Works

Electrical Technician / Wiring

June 2009 – December 2009

Total Powerbox – Silang Cavite, PH

- Knowledge in Electrical Diagram
- Knowledge in making control wiring of the following:
 - Current transformer for metering
 - DOL Control
 - Star Delta Control
- Analyze and utilize meter wiring diagrams and control diagrams.

Kitchen Crew

September 2011 – February 2012

Mang Inasal – Molito Ayala Alabang, PH

- Responsible for working with manager and chef in the kitchen in preparation of meals and snacks.
- Responsible for receiving rotation stock and incoming orders.
- Applied some rules on handling food for its safety.
- Responsible for cleaning kitchen and kitchen equipment and utensils

Selling Clerk

November 2010 – April 2011

SM SOUTHMALL – Almanza I, Las Piñas, PH

- Maintain order by and prioritizing daily duties/responsibilities.
- Enhanced customer experience by acting quickly and applying appropriate resolutions to issues/problems.
- Ensure smooth operations by delegating and covering shifts for absentee staff members.
- Improved sales by creating attractive signage and displays.

Production Crew

April 2010 – September 2010

Monde Nissin Corp. – Balibago, Sta Rosa, Laguna, PH

- Collecting raw resources for processing, measuring, mixing, and cooking raw materials
- Operating and maintaining machines, inspecting, and packing the final product
- Checking the quality of prepared product and documenting the exact results of defined times and production process.
- Knowledge of products manufactured in the factory.
- Knowledge of health and safety regulations
- Ability to understand quality control methods.
- Ability to use various machines and practical skills.

SEMINAR AND TRAINING

- **Emergency First Aid at Work (DCAS)**

Expiry Date: 18 Feb. 2020

- **Microsoft Excel**

Filipino Institute JLT, June 2018

- **Computer Essentials**

Filipino Institute JLT, June 2018

- **Basic AutoCAD**

Filipino Institute JLT, March 2019

PERSONAL INFORMATION

AGE:	33 years old
DATE OF BIRTH:	March 22, 1991
CIVIL STATUS:	Married
HEIGHT:	5'4"
WEIGHT:	62 kg.
RELIGION:	Catholic
CITIZENSHIP:	Filipino
DRIVING LICENSE:	Automatic Gear

EDUCATIONAL BACKGROUND

Vocational School:

Electrical Technology

Tuloy sa Don Bosco, Alabang, Muntinlupa City, PH
2008 – 2009

Secondary School:

RESPSCI

Admiral Village, Talon III, Las Piñas, PH
2003 – 2007

Primary School:

Almanza Elementary School

Las Piñas, PH
1997 – 2003

I hereby certify that the above information supplied herein is true to the best of my knowledge and belief.

ELMER LERIOS TANDOC

Applicant