

PATRICK JOSEPH VITUG

Quantity Surveyor | Estimator | Project Coordinator



CONTACT

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LANGUAGES

Tagalog

English

SKILLS

- Microsoft Office / EXCEL
- Autocad Software
- SketchUP
- CRM / ODOO
- Adaptability
- Problem-solving
- Strategic Planning
- Leadership & Team work
- Excellent communication
- Attention to details
- Cost Estimation
- Tendering & Bidding
- Measurement & Valuation
- Budgeting & Forecasting
- Contract negotiation
- UAE Driving License

EDUCATION

Southern Luzon State University

Bachelor in Industrial Technology
Major in Civil Technology
Quezon Province, Philippines
S.Y 2004 – 2007 (Tri-semester)

Microcad Technologies Co. Inc

AUTOCAD Drafting Level I & II
Quezon City, Philippines, 2008

PROFILE SUMMARY

Dynamic construction and engineering professional with over 15+ years of diverse experience across multiple roles, including CAD Draftsman, Bar Bending Scheduler, Estimator, Quantity Surveyor, Procurement Officer, and Project Coordinator. I excel at inspiring and motivating team members to achieve common goals because I am enthusiastic, hardworking, and self-motivated. I have a proven ability to manage multiple priorities and thrive under pressure in fast-paced environments. My comprehensive expertise in office administration and operations ensures efficient workflow and project success.

PROFESSIONAL EXPERIENCE

Senior Estimator | QS | Project Coordinator

Mirodec Gulf Glass Industries, UAE | SEP 2013 – MAY 2024

- Coordinate project management activities, resources, and information to keep the project on track.
- Create and maintain comprehensive project documentation, plans, schedules, and reports.
- Meeting with the sales team and project clients to assess their needs and define project requirements, acceptance criteria, timelines & updates.
- Assist our project managers and site engineers.
- Monitor project progress and costs throughout the construction phase and identify any deviations from the budget.
- Assisting designers & clients about the product specification & technicalities & limitations.
- Adhere to budget by monitoring expenses and implementing cost-saving measures
- Review the purchase requisition and negotiate pricing and terms with suppliers to achieve cost savings and favorable contract terms.
- Research & evaluate potential suppliers/vendors.
- Evaluate suppliers/subcontractor bids and proposals to ensure competitiveness and compliance with project requirements.
- Verification of invoice details against PO & receipt.
- Maintains the company's cost database by entering and backing up data as per purchased materials.
- Meeting with the suppliers to discuss new systems and accessories that will be integrated into our goods/products.
- Conduct value engineering analysis to identify cost-saving opportunities without compromising quality or safety.
- Lead and manage the estimation department, including a team of estimators and support staff.
- Review project specifications and drawings to understand project requirements and scope.
- Extracting detailed quantities and sizes with cutting list as per companies' BOQ format and priced accordingly.
- Preparing all variation/additional works with all necessary justification/substantiation.
- Liaising with different departments and conducting research.
- Prepare and submit bid proposals to clients.

Quantity Surveyor / Draftsman

In Design JLT, Dubai UAE | DEC 2011 – AUG 2013

- Conduct material take-offs and quantity surveys to determine the quantity and cost of materials needed for interior design projects.
- Site Visit Inspection & detail site measurement which is needed in the design stage.
- Collaborate with designers and other team members to develop architectural drawings and plans and to ensure consistency and accuracy in drawings.
- Produce detailed technical drawings, including floor plans, elevations, sections, and details.
- Checking full interior detail AS-BUILT Drawing as per site condition (Sofitel Corniche AUH)

Quantity Surveyor / Estimator

Design Design LLC, Dubai UAE | SEP 2009 – NOV 2011

- Creating/preparing a full bill of materials & quantities for the project.
- Preparing RFQ to suppliers according to their specialties.
- Obtain pricing and quotes from suppliers and subcontractors for materials, labor, and other project expenses.
- Researching and evaluating prospective suppliers for improving the overall estimation quality and dealing Tender to interior sub-contractors
- Assist with project budgeting and cost tracking throughout the project lifecycle, variation works, and procurement process.

Junior Quantity Surveyor

Al Ashram Contracting, Dubai UAE | OCT 2008 – MAR 2009

- Review project specifications, drawings, and other documentation to understand project requirements and scope
- Organizing Tender drawings & documents.
- Assist Senior QS with cost estimation and budgeting for construction projects.
- Checking & arranging quotations from Subcontractors until the procurement stage.
- Assisting project detail shop drawings & BOQ preparation
- Support procurement activities, including issuing requests for quotations (RFQs) and evaluating supplier bids.

Estimator | Bar Bending Scheduler

Yongnam Engineering Construction Pte LTD, Dubai UAE | APR 2008 – AUG 2008

- Review construction drawings, plans, and specifications to understand rebar bending requirements for each project.
- Scheduling of Steel Bar reinforcement as per drawing & site requirements.
- Preparation of Rebar Bending Schedules as per production drawing.
- Extracting metal bar bending/cutting list as per British Standards
- Marking detail drawings as per the cutting list codes.
- Preparing & organizing files for the site team for easy installation guides.
- Assisting Resident Engineer with project planning, design, and implementation tasks. all variation/additional works with all necessary justification/substantiation.

PERSONAL INFO

NATIONALITY : Filipino
CIVIL STATUS : Married
AGE : 37
VISA STATUS : Residence | Wife Visa

I hereby certify that all information and data mentioned above are true & correct.

PATRICK JOSEPH MORILLA VITUG
APPLICANT