

Eng'r. RODELIO S. FAJARDO

MOB: +971559947693 / +971508013428

#1002 Hamad Bldg., Muhaisnah 4, Al Ghusais, Dubai, UAE

Email: rupebridge@yahoo.com

WORK HISTORY

OPERATIONS MANAGER

Ben Hussein Aluminium & Glass Factory. Factory is established in 1965, located in the New Industrial Area in Ajman with offices in Dubai and Abu Dhabi. The company was constituted under the management of Al Shaali Group of companies. The factory has its own manufacturing facility with a floor area of approx. 15000 sq. meters and can accommodate the office, stores and machinery.

01 January 2014 up to the Present

Duties:

- Business developments and marketing. Bringing Sales thru my wide networks of clients and connections.
- Responsible for day-to-day production within the Factory.
- Supervises, motivates, and supports the staff daily, applying a team approach and maintaining open communication.
- Plans, schedules, strategize, and oversee all production activities.
- Performs essential functions to ensure overall customer satisfaction and quality service and establishes and maintains effective communication with employees and clients.
- Responsible for the effective and efficient planning and scheduling of personnel and equipment to reduce bottlenecks and problems.
- Accountable for meeting the department production and quality goals, as well as playing a key role in meeting the company wide profitability and customer satisfaction goals:
 - Guarantee satisfaction and value customers.
 - Maintain personal productivity and quality standards that make possible attractive financial returns so that the company may continue to provide our excellent service to our customers
 - Maintain a positive department attitude and ensure that all employees under your supervision are aligned with the company goals.
 - Desire and ability to successfully lead others.
- Maintain a professional appearance and demeanor that reflects the company's commitment to quality, continuous improvement and respect for individuals.
- Comply with all Occupational Health and Safety requirements.

OPERATIONS MANAGER

National Glass Industry LLC (NGI) – The fabrication and assembly facilities are in Al Ghail Industrial area of Ras Al Khaimah, UAE. “NATIONAL GLASS INDUSTRY L.L.C” (NGI) has been a customer –centric, quality focused glass solutions provider in the UAE and other key international markets. Professional management, intensive market research, state-of-the-art manufacturing technology made NGI meets the strictest industry norms.

01 October 2012 to December 18, 2012

Duties:

1. Streamline all operations functions, while remaining nimble to react to business needs.
2. Plan and implement production schedules to ensure that the production plans and targets for events’ projects are achieved. Coordinates with project supervisors for the turnover of the project. Make orders for Procurement Department and designate to Project Supervisors. Guides and clarifies to project foreman and workers to all matters relating to project process.
3. Long term team development to keep pace with company growth needs, including maintaining solid relationships between operations, sales and production.
4. Complies with quality management system as applied to his department. Periodically verifies corrective/preventive actions resulting from nonconformity reports.
5. Research, analysis, and implementation of specific cost reduction/process improvement initiatives.
6. As needed, provide guidance on production matters to production managers and supervisors, and/or other operational staff, including training to new employees in operational practices and procedures.
7. Develop and implement procedures for contract management and administration in compliance with company policy. As appropriate, contribute to or influence company policies. Monitor compliance by company employees with established procedures.
8. Identify areas of recurrent pressure. Work with Finance to ensure adherence to broader finance and risk requirements such as revenue recognition, pricing and discounting policies, export controls etc.
9. Support Product Management / Marketing to ensure company products and services are offered with appropriate, competitive terms and conditions. Monitor competitive terms.
10. Monitor customer satisfaction with our terms and conditions and contracting practices.
11. Complies with quality management system as applied to his department. Periodically verifies corrective/preventive actions resulting from nonconformity reports.
12. Meet all customer commitments through the production of timely, efficient and high-quality products and service.
13. Maintain Order Entry discipline. Take possession of jobs; assures all work entered production follows the order entry standards and procedures.
14. Approve exceptional or extraordinary jobs and specifications.
15. Organize workflow according to workload to meet delivery schedule and to complete assigned jobs.

CONTRACTS / PROJECT MANAGER

Rawaat International LLC – The Group, design, fabrication, and assembly facilities are located in Sajaa Industrial area of Sharjah, UAE. Rawaat is as one of the leading conglomerates in the field of Construction Material Trading & Contract Works. With expertise in the Interior Decor and Finishing business, including Decorative Gypsum Works, Composite Aluminium & Glass Works, Complete Shop Fitting Solutions, Joinery Turnkey Jobs & Building Works Solutions, the Group operates in 7 countries worldwide; with the Head Office in UAE, supported by sales and marketing offices in India, Qatar, Saudi Arabia, Bahrain, Kuwait and China.

01 August up to September 30, 2012

Duties:

1. Serve as the point of contact for customers on contractual matters. Act as contractual “middleman” between company employees and customers, ensuring timely review and approval / reconciliation of variations.
2. Maintain contractual records and documentation such as receipt and control of all contract correspondence, customer contact information sheets, contractual changes, status reports and other documents for all projects.
3. Recommend changes. Ensure that signed contracts are communicated to all relevant parties to provide contract visibility and awareness, interpretation to support implementation. Handle on-going issue and change management
4. Monitor transaction compliance (milestones, deliverables, invoicing etc.)
5. Oversee Service Level Agreement Compliance.
6. Ensure contract close-out, extension or renewal.

FACTORY / PRODUCTION MANAGER

Creative Glass Graphics LLC – incorporates Company’s design, fabrication, and assembly facilities are located in Alquoz Industrial area of Dubai, UAE.

26 March 2009 up to 26 July 2012

Duties:

1. Designs the complete production set-up. This includes personnel, equipment, and machines set-ups.
2. Ensures appropriate work environment in project work area. Supervises project process in work area and ensures the compliance of project foreman & workers to work, safety and environmental instructions.
3. Reviews and approves shop drawings released for production. At the same time prepares material requisition to the stores/purchase.
4. Estimate the delivery schedule for major projects. Monitor the production process based on Key Performance Indicators and identifying the scope for improvement in the operational areas, formulating the policies, SOP’s to provide for effective planning and control of departmental objectives.
5. Legitimize the manufacturing set-up’s success thru its logical integrity of the sequence steps.
 - The process proceeds well if steps outlined for the fabrication/assembly are faithfully followed.
 - If a step is skipped, steps are to be retraced to find where deviation occurs.
6. Operation and distribution of supplies and services. Verification and handling sales and delivery notes.
7. Quality audit checks on raw, process and finished products.

8. Make sure that "Quality is in Control." My roles extended through to the confines of both Production and Design Departments from product validations to quality checks and ensure compliance on the set-up standards and specifications all in the structure of the Quality Systems Management.
9. Verifies bill of quantity/materials that are forwarded by Project Supervisor. Recognize and resolve problems affecting production including schedules, staff, quality, and order of production lines to avoid delays in the production process.
10. Vehicle management, assignments and deployment.
11. Doing follow-ups for any orders/jobs released outside for fabrication. Prepares, verifies, and supplied all needed data, information, cutting lists, shop drawings, and other details needed for fabrication.
12. Check, records, doing charts for each and every job sent outside. At the same time check, record, and filling-up the charts at the time we're receiving the deliveries from these subcontractors.
13. Time to time doing the procurements of the needed raw materials, plus looking after for the developments of these orders. Dates when we will have it should be given/obtained/declared.
14. Provides needed information such as progression charts for each and every project possible.
15. Records all the replacement glasses with its corresponding paper works. Files and charts are also been provided.
16. Analyze, verifies, and declared variations occurs between BOQs and Sales Card of each and every projects. Urging Sales to pursue/raise variation quotes/request to the client.

PRODUCTION MANAGER / PROCESS ENGINEER

Intermetal Limited - based at Sharjah, UAE (One of the largest if not the largest furniture manufacturing firm in the UAE). Intermetal Ltd belongs to the Harwal Group of Companies which also consists of Cosmoplast, Interplast, TSSC, Technomec, Emirates Recycling, Harwal Containers, Union Foodstuff and Beverages Co. in the Middle East, Interplast UK in England, Interplast in France, Harwal Marine in Holland and in Germany, Harwal Russ in Russia, US Polymers in the United States, Polyplast, Harwal Engineering, Harwal Machinery and Zovk Beverages in Armenia.

14 July 2007 to 25 March 2009

Duties:

I. Production and Planning Line

1. Ensures the implementation of production plan.
2. Receives production orders from Production Planning Section and distributes to shop floor sections.
3. Ensures appropriate work environment in shop floor. Supervises production process in shop floor and ensures the compliance of shop floor foreman & workers to work, safety and environmental instructions.
4. Guides and clarifies to shop floor foreman and workers to all matters relating to production order processing.
5. Reviews and approves material requisition prepared by shop floor sections. Verifies bill of materials that are forwarded by Production Planning
6. Receives and reviews delivery orders from various shop floor sections.
7. Verifies daily, weekly & monthly production reports.

8. Estimate the delivery schedule requested by Sales & Design department for major projects.
9. Receives and reviews daily manpower allocation reports from shop floor sections and forwards to Production Planning Section. Ensures the required staff competency in the shop floor.
10. Ensures the availability of required resources for production.
11. Reviews machine operation and staff performance indicators in order to enhance and improve productivity
12. Chairs periodical staff meetings for various shop floor sections.
13. Material verification, processing of orders, declaration of finished products, scheduling, and delivery vehicles preparation and maintenance.
14. Monitor the production process based on Key Performance Indicators and identifying the scope for improvement in the operational areas, formulating the policies, SOP's to provide for effective planning and control of departmental objectives.
15. Interacts with Maintenance Departments to ensure minimum machine downtime.

II. Process Engineering Line

1. Provide quality process designs in the specific area of expertise that result in securing profitable work. Assure proper process information is developed, reviewed and made available during execution of work.

Preparation and review of process engineering documents will involve not only development by the Process Engineer but also will require participation in the preparation of engineering deliverables by others.

2. Designed and developed each items and/or model production SOPs with its particular production timing displacements which are essential in determining production efficiency.

3. Perform process design, develop preliminary process flow diagrams and provide performance estimates in accordance to the client's requirements and/or budgetary proposals.

4. Development of process designs for proposals, which result, is securing project work for the company.

5. Perform the conceptual process design to provide a complete unit that meets the customer's stated needs and product specifications.

6. Determine plant's physical capabilities in manufacturing a certain item and/or product in terms of existing tools and equipments.

7. Support the Sales Department (when requested) in any discussion of technical details with the Sales Department and/or client.

8. Provide process-engineering task as required to ensure a project is cost effectively and passes the required customer requirements.

9. Perform process-engineering tasks as required should the proposal become a project.

10. Lays-out a logical sequence of manufacturing operations for each component, subassembly, and the final assembly of all subassemblies into a finished product.

11. Develop the process flow diagram and/or "Process Sheet" of every mass-produced item and establish the rules for the production of the item.

12. Control and maintain the process flow diagram throughout the project.
13. Participate in plant performance tests (when required).

WAREHOUSE SUPERVISOR (OPERATION & PROCESSING)

Supreme Food Service—based at Kabul, Afghanistan (A full-service, custom food supply and catering company with more than 45 years of worldwide experience. Supreme is proud to be the world market leader in the foodservice sector meeting organizational needs in crisis and conflict impacted regions).

The Supreme Group is managed from its three head offices: Ziegelbruecke in Switzerland (Head Office and Europe), Dubai in UAE (America, Asia, Middle East & Africa) and Frankfurt am Main in Germany (Germany).

26 November 2006 to 23 June 2007

Duties:

- 1 Manage, supervise, and prioritise portfolio of warehousing — 1) to ensure that all goods received and stored are warehoused according to the set standards for ambient, chilled, frozen and non-food items 2) creation of wave – grouping Shipment Orders together following some selection criteria such as Requested Delivery Date (RDD), Customers, Destinations, Order Priority, Order types (i.e. Dry, Chilled and/or Frozen), Picking Strategy (to pick and assemble customer orders in a timely and accurate manner), Loading (to ensure the timely and accurate loading of customer orders onto delivery vehicles), Routing, etc. Checking that all steps are being followed as per SOP. Regular auditing of the process, training of all warehouse staff in this process, and review of the process should a change be required.
- 2 Determine feasibility and plan projects for process initiatives—involvement in the projects, i.e., applying the principle of applied microbiology, i.e., warm air purges post dryer serving as additional micro hurdles for post drying contamination.
- 3 Provide general factory technical support—trouble-shooting, trace back and recommendations to fix the identified problems. Customer complaints that could cost the business possible big dollar losses if left unattended and resolved unsatisfactorily. American markets on high yeasts in grated Parmesan, Multinational firms on high thermophiles in skim, and mouldy cheeses—these are potential business losses if not addressed properly.
- 4 Participate in process improvement initiatives, manage project work, project accounting and allocation of time, manage minor capital works, liase with capital projects team, ensure consistent methods are used in the implementation of development opportunities, provide regular reports and dissemination of projects and work information, assist in development and implementation of HACCP plans, development of process staff through training and procedures and ensure appropriate OSH and environmental standards are established in the technical area.
- 5 Responsible for quality & stock count at all the stages, so as to enable the company's standards and needed quality objectives are met and exceeded.

OIC - PROJECT MANAGER (OPERATIONS, DESIGNS and PRODUCTION)

CybertisingPhils, Inc. / Altech / Dellory's —Malabon, Philippines

28 February 1995 to 13 July 2006

Duties:

1. Personnel supervision, administration (complete Firm set-up) & management.
2. Customer acquisition and retentions support in any product inquiries. Meeting and coordinating with clients for project outlines, starting-up projects, working out project scope of work and schedule, coordinating with project staff for project & product load distribution, to achieve goals and meet the schedule.
3. Visits and prepares complete proposal/document of all projects.
4. Prepares design and costing of the proposed project. Prepares complete proposal/document of all projects: strategic formations and implementations, scope of work, scheduling, and negotiations with clients and vendors.
5. Maintain statistical line control reports, losses—to support production KPIs and bonus objectives. Coordinating trials and trial simulations during new product development.
6. Ensures appropriate work environment in project work area. Supervises project process in work area and ensures the compliance of project foreman & workers to work, safety and environmental instructions.
7. Reviews and approves material requisition prepared by Implementation Group.
8. Estimate the delivery schedule for major projects.
9. Personnel management, assignments and deployment – “Site Installations.”

PRODUCTION/PROCESS ENGINEER

Ionics Circuits, Inc.—IBM Yasu, Japan—Makati City, Philippines

10 July 1992 to 20 February 1995

Duties:

1. Entry-level job after graduating from university.
2. Production set-up and process engineering designing of SOPs.
3. Over-all plant and personnel supervision and administration.
4. Looking over design and analysis of different types of products in accordance to international standards and specifications.
5. Meeting with clients, making feasibility studies and production supervision.
6. Assist the Plant Manager to plan & execute new projects, which includes study design & drawing, to achieve the long term business objectives.
7. Operation and distribution of supplies and services.

HIGHLIGHTS ON EXPOSURES

1. Managed a Manufacturing and Trading Company
2. Customer's Technical support in product's specifications, parameters, characteristics
3. Involved & executed various products related manufacturing & trading products
4. Complete Fit-out Management (Joinery, GRP, GRC, MEP, HVACs)
5. Handled client's different requirements - coordinates with subcontractors/suppliers.
6. Conversant with projects & products parameters, standards & specifications.
7. Technical support provider for walk-in clients and their requirements.
8. Familiar with setting up ISO Documentation, Six Sigma & 5-S New Quality Management Principles
9. Prospecting, visit contractors for the introduction of the company and doing business with them.

HIGHLIGHTS ON EXPERIENCE

1. Start-up Projects (Sales/Job/Production Cards)
2. Strategic Project plans in Operation, Production, & Marketing
3. Strategic Sales & after sales Plan Management
4. Programming / Project Management
5. Contracts Management
6. Complete assessment of Labour force
7. Process Engineering Management
8. Space Management
9. Business Development
10. Project Objective Controls
11. Complete Production Process Set-ups of Manufacturing Plants
12. Warehouse and Tooling Management
13. Events Management
14. Attentive in Details, Data Processing, BOMs, BOQs, Planning, Estimations, and Allocations System
15. Understanding & Knowledge (Sales Invoices, returns handling, trade agreement, promotional analysis, distribution process, discounts)

QUALIFICATIONS

BACHELOR OF SCIENCE IN ENGINEERING

Major in Electronics and Communications

Mapua Institute of Technology, Class of 1991

CERTIFICATE IN SIX SIGMA AND 5S

(NEW QUALITY MANAGEMENT TOOLS)

TUV AKADEMIE MIDDLE EAST, November 2007

IntermetalCo. Ltd, Sharjah – U.A.E.

CERTIFICATE IN ISO (QUALITY MANAGEMENT)

Ionics Circuits Inc., 1993

Makati City, Philippines

CERTIFICATE IN SUPERVISORY TRAINING SKILLS

Makati City, Philippines

PROFESSIONAL SUBSCRIPTIONS

1992 – 2014 **REPUBLIC OF THE PHILIPPINES PROFESSIONAL REGULATION COMMISSION**