

Doc. Type	Family Name	Update
CV	Your name	2022

## PROFESSIONAL RESUME

**Name: Erika Tina Roxas**

**Designation: Jr. Cost Control Engineer**

**Email: roxaserikatina@gmail.com**

**Telf. N/A**

**Date of Birth: 25-10-1997**

### Professional Summary

A professionally qualified graduate with a Bachelor of Science in Civil Engineering possessing three 3 years of experience in both construction and EPC industries .

### Experience

MMEC Mannesmann LLC | UAE  
 Jr. Cost Control Engineer  
 December 2022-Present

- Ensures timely processing of payment certificates for all vendor payments, prioritizing prompt payment to avoid any disruptions to project operations.
- Reviews invoices from various vendors to prevent payment redundancies and identify opportunities for cost savings.
- Monitors the cash flow which involves overseeing the inflow and outflow of funds in the project.
- Monitor project costs throughout the project lifecycle, comparing actual costs against budgets, and analyzing any deviations. Identify cost variances and provide analysis and recommendations to ensure effective cost control.
- Oversees the cost recording, monitoring, and reporting practices to ensure compliance with relevant standards and regulations.
- Promotes awareness among project teams regarding the objectives and strategies of cost control.
- Contributes insights and suggestions regarding staffing and project control needs pertaining to all aspects of cost engineering, procurement and construction activities.
- Analyze direct and indirect costs to determine cost centers, allocate expenses to the corresponding cost centers, and review the expense items with the line manager.



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**PROFESSIONAL RESUME**

Rubber Flooring House for Flooring Installation | UAE  
 Civil Engineer/ Procurement Engineer  
 March 2021-November 2022

- Develops detailed designs for sports facilities, children's playground and landscaping sites.
- Estimate quantities, costs and time scales for material and labor.
- Analyzes tender and contract documents to assess the cost implications, contractual obligations, and requirements of the project.
- Recommends appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and costing.
- Prepares material submittal and pre-qualification requirements.
- Responsible for order placement timing, supply/ demand alignment.
- Payment terms negotiation, optimization and management for both local and international suppliers.
- Coordinates with international and local orders.
- Monitoring of delivery times to ensure they are on time or with minimum delays.
- Filing payable and receivable receipts.
- Issues purchase order and tax invoices.

AE International Construction and Development Corporation | Philippines  
 Civil Engineer/ Quality Control Engineer  
 February 2020-November 2020

- Establishing quality control procedures, conducting inspections, and ensuring that work performed by contractors and subcontractors meets quality standards and specifications.
- Facilitating effective communication among project team members, and subcontractors to ensure smooth project execution and timely resolution of issues.
- Ensured adherence to project schedules by overseeing and supervising the processes of contractors.
- Oversaw engineering activities at project sites, including both structural and architectural works, to ensure that the work was carried out in accordance with specifications and standards.

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- Delivered comprehensive project schedule details to provide valuable support to purchasing and logistics teams.
- Comprehends the project execution plan and coordinates quality control procedures at the appropriate stages of the work, aligning them with the project schedule.
- Ensuring compliance with health, safety, and environmental regulations, implementing appropriate measures, and promoting a safe working environment.
- Identifying project risks and developing mitigation strategies to minimize their impact on project schedules, budgets, and quality.

### **Qualifications**

- Bachelors Degree in Civil Engineering.
- Knowledge in various civil engineering software such as autoCAD and Civil 3D.
- Capable to analyze complex problems and identify feasible solutions in accordance with the standard.
- Good intrapersonal and interpersonal skills with the ability to work in a team.

### **Education**

Graduate of Bachelor of Science in Civil Engineering

### **Registrations / Certifications / Licenses**

Licensed Civil Engineer- Philippines

### **Software / Skills**

- AutoCAD
- Civil 3D
- Planswift
- GRASP
- Microsoft Office

### **Languages**

- English
- Tagalog
- Bisaya

