

GIAN CARLO R. SOTELO

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PROFESSIONAL SUMMARY

Highly accomplished and competent QHSE practitioner with 14 years of experience in QHSE Inspections, Management Systems development and Auditing in the field of automotive wiring harness, aluminum unitized curtain, glass processing, and fit out industries.

QUALIFICATIONS

- IOSH and NEBOSH IGC Certified
- Competent QA/QC Practitioner
- Trained on UAE HSE Regulatory Requirements - Advance
- Certified Mgt. Systems Lead auditor for ISO 9001, 14001, & 18001 and with years of experience in the implementation of ISO/TS 16949
- Proficient in development of QHSE procedures and implementation.
- Document Controller and Coordinator for GCC projects.
- Competent Trainer for Quality and HSE topics.
- Computer skills (Microsoft Word, Excel, PowerPoint, Visio and Adobe Photoshop)
- Language Spoken – English, Filipino (Speaking & Writing) / Hindi (Beginner)
- Driving License Holder (UAE and Philippines)

EDUCATION

Bachelor of Science in Industrial Engineering

1998-2003

Tarlac State University (TSU)

Tarlac City, Philippines

ACHIEVEMENTS:

- President, Operations Research Society of the Philippines (ORSP)
- Business Manager, Philippine Institute of Industrial Engineers (PIIE)
- Loyalty Awardee
- Feature Editor – Engineering Stentorian

PROFESSIONAL EXPERIENCE

Company : Fusion Interior Design
Details : Fitout Company
Location : Al Hamra Ras Al Khaimah UAE
Position : HSE Manager
Date : Oct 2017- August 2018
Clients : Zara, Costa, Matalan, Nandos etc.

RESPONSIBILITIES:

- Reviewing and approving Internal Audit plan and EHS Inspections.
- Planning to ensure effective implementation of OHSMS.
- Managing the HSE function in the factory & jobsites.
- Formulating, implementing, improving HSE documentation in order to ensure effective management system and comply with OHSMS certification requirements.
- Preparing, reviewing & approving HSE Plan and Method Statement, ensuring effective implementation to meet and comply with Project & Tender requirements.
- Preparing, reviewing & approving Risk Assessments and HSE procedures to ensure safe working environment.
- Reviewing & approving IMS audit result, evaluate and ensuring the effectiveness of corrective and preventive.
- Reviewing & approving rejection reports to ensure action to be taken is appropriate.
- Reviewing NCRs periodically and advising all concerned, ensuring that effectiveness of corrective and preventive action both proposed and taken is being monitored.
- Reviewing & approving Accident/ Incident/ Near miss and report to all concerned to ensure HSE objectives are achieved.
- Reviewing & approving die samples, sample submissions to ensure the quality of materials and comply with the product requirements.
- Liaise & coordinate with Project Managers, Clients, Suppliers & subcontractors to ensure compliance with project requirements.
- Attending & resolving customer complaints & related QHSE issues. Ensuring Legal & other requirements are regularly monitored & complied

Company	: Multiforms LLC
Details	: Aluminum and Glass Company
Location	: Dubai Investment Park 1, United Arab Emirates
Position	: Quality & Safety Officer / Coordinator/ Auditor/ Document Controller/ Trainor
Date	: September 16, 2012 – October 6, 2016
Projects	: Dubai Mall Link Bridge – Dubai ; KASC – Riyadh ; DHCC – Dubai etc.
Company	: Cladtech International
Details	: Aluminum and Glass Company
Location	: Al Hamra Freezone , Ras Al Khaimah
Position	: Safety Officer / Coordinator/ Auditor
Date	: November 8, 2011 – September 15, 2012
Projects	: Princess Tower – Dubai; KAFD – Riyadh; Tamkeen – Riyadh etc
Company	: Reem Emirates Aluminum
Details	: Aluminum and Glass Company
Location	: ICAD Mussafah, Abu Dhabi , United Arab Emirates
Position	: QA/QC Coordinator and Auditor
Date	: June 18, 2008 – Nov. 3, 2011
Projects	: JLT – Dubai; Reem Island – Abu Dhabi; Silver Wave – Abu Dhabi; Masdar – Abu Dhabi etc.

RESPONSIBILITIES:

Quality Inspections

- Performing product inspection checks and ensure products are complying with the approved **Quality Acceptance Criteria*.
- Authorizing acceptance/rejection of all incoming, in process and final delivery of materials.
- Ensuring random inspection is carried out in every production stage.
- Ensuring Inspection and Test Equipment used is calibrated.
- Performing Mock-up inspection checks, Sealant Test Reports and providing observation reports.
- Ensuring all inspection references (Drawings, Project specs, ITP's etc.) are available, correct and up to date.
- Coordinating inspection activities with the Production, Stores and Purchase personnel.

HSE Inspections

- Monitoring/ checking project sites machineries and lifting equipments to ensure they meet applicable HSE local and international regulations. Coordinating with third party HSE inspection activities.
- Conduct Risk Assessment in the workplace and implement appropriate control measures.
- Coordinating HSE and related emergency procedures to the Main Contractor HSE representative, fire marshal and first aiders in the project site.
- Conducting site induction training & regular tool box talks. Conducting daily HSE walk through the project site & ensure presence in all high-risk activities. Conducting Risk Assessments.
- Ensuring that all dangerous and hazardous chemicals and materials are properly stored. Ensuring work permit system is properly implemented.
- Conducting EHS incident investigation and recommend immediate and corrective action.
- Assisting with the fast rehabilitation of workers after accidents or injuries and ensure they experience a satisfactory return to work.
- Ensuring that project mandatory PPEs, are being used in workplaces according to regulations.
- Ensuring that the organization is aware of, and complies with, all legislation in relation to the use of equipment and substances, as well as in all workplace activities.

Management Systems Implementation & Audits

- Developing, reviewing and implementing organization's QHSE management systems
- Planning and conducting periodical Internal Audits and reports to the QHSE Manager to ensure the compliance with IMS requirements.
- Preparing Audit report and provide recommendations to QHSE Manager to ensure the effectiveness and improvement of IMS.

Documentation and Reporting Activities

- Preparing Audit report and provide recommendations to QHSE Manager to ensure the effectiveness and improvement of IMS.
- Assisting in conducting the periodical 2nd and 3rd party audits.
- Assisting QHSE Manager in preparing Management review report to facilitate the review process, recording, filing & follow-up of Management minutes.
- Conducting orientation for newly hired employees on the implementation of IMS.
- Assisting the QHSE Manager in preparing and organizing IMS documentation in order to facilitate the systematic filing, recording, maintaining and updating of records and documents.
- Assisting in preparation of Project Quality Plan, Control Plan, to meet and comply with Project and Tender requirements.
- Compiling and submitting rejection, observation & monthly reports to QHSE Manager to ensure records are monitored, maintained & validated.
- Preparing NCR Analysis periodically to advise QHSE Manager whether or not appropriate actions are taken on time.
- Ensuring that periodical departmental reports & requirements are being prepared & submitted on time.
- Providing QA/QC processes implementation feedback/ suggestions & assisting the QHSE Manager in QA/QC system implementation.
- Maintaining & ensuring MIT equipments are calibrated.
- Coordinating to all QHSE staff in arranging meetings/ trainings, preparing PR's, issuing MIT equipments, office supplies & other related office activities.
- Maintaining and ensuring QHSE records and filing system is up to date.
- Receiving and arranging the distribution of work orders.

Company : International Wiring Systems (Phils.) Corporation

Details : Automotive Wiring Harness Company
 Location : Luisita Industrial Park, San Miguel Tarlac City, Philippines
 Position : System Development and Audit Sr. Staff
 Date : June 12, 2003 – April 12, 2008
 Clients : Honda, Mazda, Ford, Toyota, Kawasaki

RESPONSIBILITIES:

- Implement and develop Internal Auditing Systems to check the compliance of each department to the requirements of international standards to which the company subscribes (ISO 9001, ISO/TS 16949, QS 9000 & ISO 14001).
- Prepares draft plan and schedule of each internal audit to be conducted.
- Conduct internal auditing for QMS, EMS and OHSMS.
- Monitors submission of corrective action plan to deviations found in each audit.
- Ensures on time completion of Internal Audit based on plan.
- Initiating various internal Quality Circle and Team activities for the development of sectional QC projects and realizes its importance in meeting company programs and targets.
- Monitors the progress and effectiveness of submitted continuous improvement suggestions to have a cheaper, easier, faster and safer operation and healthier working environment.
- Assist in the completion of the combined Business Plan & Management Review
- Create assessment report on the effectiveness of each measurable reported. Record minutes and track progress of each open issue.
- Maintain and Control QMS, EMS & OHSMS level 1~4 documents & records.
- Conducting regular document review and audit. Facilitates Kaizen Trainings to newly-hired employees, rank and file, and supervisors.

TRAININGS:

Topic	Venue	Date	Topic	Venue	Date
Scaffold Training	RAK	Mar 15, 2018	ISO 9001:2008 Transition Training	Dubai	Jan. 28, 2009
Fire Marshal Training	RAK	Mar 8, 2018	Internal Auditor for IMS	Abu Dhabi	Jan. 22, 2009
First Aid	RAK	Mar 1, 2018	Microsoft Excel 2007 Advanced Level	Abu Dhabi	Oct. 16, 2008
Basic Fire Fighting	Dubai	Aug 13, 2017	Ergonomics Training	IWSPC	Feb. 28, 2008
7 Quality Tools	Dubai	Mar 27, 2017	Mistake Proofing	IWSPC	Feb. 28, 2008
NEBOSH IGC	Dubai	Feb – Mar 2017	Orientation on OHSAS 18001:2007	IWSPC	Sept. 27, 2007
IOSH	Dubai	Feb 2017	Practical Tips for Effective Auditing	IWSPC	Sept. 22, 2007
UAE HSE Regulatory Reqt's - Advance	Dubai	Feb. 5, 2017	Phased PPAP (Prod'n Part Appv'l Process)	IWSPC	Mar 12, 2007
Work at Heights	Dubai	Sep. 23, 2016	Enhancing Internal Auditing Skills	IWSPC	Sept. 21, 2007
First Aid Training	Dubai	Aug. 14, 2016	Occupational Health & Safety Mgt. System	IWSPC	Aug. 3~4, 2005
Fire Marshal Training	Dubai	Aug. 15, 2016	ISO 14001:2004 Appreciation Course	IWSPC	Apr 6, 2005
ISO 14001:2015 / ISO 9001:2015	Dubai	Dec. 15,16, 2015	Statistical Process Control Seminar	IWSPC	Jul 28 ~ 29, 2005
Internal Auditors Training	Dubai	Feb. 13,15, 2014	Failure Mode and Effect Analysis Seminar	IWSPC	July 1~2, 2005
Internal Auditors Training	Dubai	Mar. 18-21, 2013	Total Quality Communications	Panasonic	Nov. 9, 2004
ISO 14001:2004 Lead Auditor Training	Abu Dhabi	Mar. 20-24, 2011	Trainers Training	IWSPC	Sept.3, 2004
ISO 9001:2008 Lead Auditor Training	Abu Dhabi	Feb. 13~17, 2011	Total Quality Management	IWSPC	Jan. 28., 2004
OHSAS 18001:2007 Lead Auditor Training	Abu Dhabi	Jan. 16~20, 2011	Quality Circles Facilitators Training Course	Pasig City	Dec. 1~5, 2003
Pollution Prevention & Envi. Compliance	Abu Dhabi	Dec. 1, 2010	Operations Research Congress	TSU-Eng'g	Mar 15, 2003
Waste Management	Abu Dhabi	Nov. 8, 2010	Facilities, Planning, & Design & its Application	TSU-Eng'g	Mar 21, 2003
EHS Inspections & Audit	Abu Dhabi	Oct. 25, 2010	Environmental Management and Protection	TSU-Eng'g	Oct. 18, 2002
Basic Drawing Comprehension	Abu Dhabi	Apr 17, 2010	Operations Research and Its Application	TSU-Eng'g	Sept. 20, 2002
Reporting and Report Preparation	Abu Dhabi	Mar 20, 2010	Production Planning and Control	RAMCAR	Sept. 20, 2002
Basic IMS Awareness Training	Abu Dhabi	Mar 20, 2010	Modern Safety Management	Sanyo Sem.	Jul 31, 2002
Document and Records Control	Abu Dhabi	Mar 20, 2010	Logistics Management	TSU-Eng'g	Feb. 19, 2002

PERSONAL DATA:

Birthday : November 18, 1981
 Birthplace : Tarlac City, Philippines
 Civil Status : Single
 Religion : Christian
 Notice Period : Immediate