

CURRICULUM VITAE



JONATHAN M. CASTRO

Block 3 Lot 9 Purok 1, Bo. Pampang

Angeles City, PAMPANGA 2009 PHILIPPINES

LinkedIn Profile :- <https://www.linkedin.com/in/jonathan-castro-6a971313>

Mobile +639222750600 // +639360316990

E-mail :- jonkimmyrves115@yahoo.com

CAREER OBJECTIVE :-

Secure a responsible procurement administration position in the oil and gas industry and engineering service companies and impart my breadth of professional experience and abilities effecting mutual employee and employer growth and success.

POST APPLIED :-

Material Expeditor / Procurement Admin Expediting Specialist / Procurement Coordinator / Senior Buyer / Customs and Material Checker

PERSONAL PROFILE :-

Born December 25, 1964, 1.78Mtrs, 70Kgs, Male, Married, Roman Catholic, Filipino
In excellent health and fit to work, law-abiding citizen with no criminal records.

EDUCATION :-

University of the Assumption, City of San Fernando, Pampanga 2000 Philippines
Graduated March 1985 with very good scholastic records,
Bachelor of Science in Commerce, Major in Business Management.

Holds Civil Service Commission Professional Eligibility (78.09) taken on July 28, 1985

SKILLS :-

Highly proficient in English, oral and written. Adept in office administration, MS Office i.e. Excel and MS Word, PPT Very good in business correspondence.

SOFTWARE FAMILIARITY :-

MS Office i.e. MS Excel, MS Word, PPT, Outlook
SAP and Maximo basic knowledge but not advanced
Very good PC typing skills of 8,000-10,000 keystrokes/hr

WORK EXPERIENCES :-

Jan 2011 – Dec 2012 and July 2014-present

Position :- Owner-Operations Mgr-Water Refilling Stn Manager-Purchase Manager

Jonas Water Refilling Station (20-stage Carbon-filtered, Dept of Health certified, clean and safe with Ozonation process of Mineral and high pH or Alkaline Water) – Duties & Responsibilities – Last page.

February 2013 – June 13, 2014 (Demobilized due to security concerns in Iraq)

ENI IRAQ BV – Zubair Project

Life Support Camp, Bab Al Zubair, Basrah, IRAQ

Position :- Expediting Specialist (Procurement Admin Unit)

Eni SPA-led consortium with US Occidental Petroleum Corp (Oxy) and Korean Gas Corp. was awarded a USD20 Billion technical service contract last January 22nd 2010 to develop and expand the Zubair giant oilfield, one of Iraq's largest oil field by the Iraqi State Company, South Oil Company. The expansion program will last 20 years extendable to 25 years. The plan to hike output to 700,000 barrels per day by 2013, includes drilling new wells this year, overhauling existing wells, also a water injection program and repairing pipelines and old oil facilities. Zubair's production now is around 270,000 bpd.

Duties and Responsibilities :-

Handle the post-order activities of mega-million awarded contracts to approved vendors;

Interfacing with project teams i.e. Maintenance, Facilities and Improved Construction, Development, Well Operations etc.. to develop delivery strategies and schedules.

Expedite vendor documentations, engineered and geological equipments, piping and material spare parts for compressors, process analyzers, process instrumentation, process automation, leakage detection systems and flow computation etc. in accordance with the project delivery schedules.

Critical review of requisitions received to ensure that they are correctly completed in accordance with the company's' procedure and that certification, where appropriate, has been specified;

Coordinates and expedites flow of materials, parts, and assemblies between sections or departments, according to production and shipping schedules or department priorities, and compiles and maintains manual or computerized records: Reviews production schedules and related information and confers with department supervisors to determine material requirements to identify overdue materials and to track material.

Ensuring procedures are provided in accordance with client's approved standards;

Manage suppliers and sub suppliers to ensure delivery schedules are maintained.

Inform project of any delivery slippages together with recommended recovery plans.

January 2010 – Dec 2010 (Demobilized due to security concerns in Libya)

Mellitah Oil & Gas BV (Eni Oil Company)
Dahra Bldg. 1 PO Box 346 - Tripoli, Libya
Tel No. +218 21 3335135 Extn 22388

Position Held :- Procurement Spvr/Coordinator-Expeditor-Buyer

Mellitah Gas is an upstream Gas Production & Processing company established to execute the WLGP and operate the gas production facilities in Wafa onshore field and Bahr Essalam offshore field as well as the gas treatment facilities in Mellitah Complex. These facilities have a design capacity of 10.0 BCM per year of natural gas of which 8.0 BCM per year. These facilities are also designed to produce 60,000 SBPD of stabilized oil and 39,000 SBPD of condensate, in addition to 15,000 SBPD of liquid Propane and 13,000 SBPD of liquid Butane and 530 Metric tons per day of elemental Sulfur.

Duties and Responsibilities :-

Providing ad hoc support to 13 buyers and material expeditors, makes the over-all progress procurement report of the whole Oil Division's material and spare parts need;

Keeping in progress and expediting outstanding orders to achieve agreed delivery dates and ensure that commitments are accurately reflected;

Coordinating and facilitating vendor relationships including defining and maintaining action registers and deliveries;

Receives, examines and assist in processing requisitions; prepares bid specifications and other necessary documents, materials and equipment & its spare parts and reviews placed orders with appropriate or pre-approved vendors/bidder(s).

Compares costs and evaluates the quality and suitability of supplies, materials and equipment.

Confers with and assists buyers of all departments to determine purchasing needs and specifications.

Coordinates and corresponds with top management to ensure urgent material requirements are handled expeditiously.

January 7, 2006 - March 31, 2009

EDG PROJECTOS ANGOLA LDA, Rua Augusto Silverio Ferreira // No. 10/12
Maculusso, Luanda, ANGOLA p: (+011) 244-226-425-100

Position Held :- Onshore Procurement Lead/Expediting Lead/Personnel Logistics-WH Support

EDG PROJECTOS ANGOLA LDA., was established in July 2002 under the guidance of its parent company based in Houston, EDG INC. Currently it is the engineering, design and procurement arm of such clients like Exxon

Mobil, Chevron, Total and the state-owned Sonangol for their oil exploration projects within West Africa..

Duties and Responsibilities :-

Handled the material needs of ExxonMobil's Oil Exploration (Blk 15) in Angola for Kizomba A and Kizomba B, a floating production, storage and offloading (FPSOs) Facility off the coast of Angola. It consists of a surface well-head platform (SWHP) and an FPSO crude oil processing facility with gas re-injection capabilities.

Also in charge of the procurement of the state-owned oil company, Sonangol's material requirements on Block 2 and Block 3 in Angola;

Ensuring procedures are provided in accordance with client's approved standards;

Critical review of requisitions received to ensure that they are correctly completed in accordance with the company's' procedure and that certification, where appropriate, has been specified;

Satisfying the requirements of the clients in as speedy & cost effective manner as possible;

Maintaining good communication with the clients to ensure that they are appraised of the requisition status

Recommending and selection of approved vendors for item of critical supply;

Negotiating the purchase and hire of equipment & services on the best terms available, adhering, where relevant, to current frame agreements;

Issue of formal Purchase orders based on client's specific material requirements;

Progress requisitions to ensure timely delivery and minimize requisition backlog

Dealing with queries relating to delivery of requisitioned items e.g. Invoice queries, short deliveries etc. and

Training nationals the whole process of procurement flow.

Follow up vendor documentations, engineered and geological equipments, piping and material spare parts for process analyzers, process instrumentation, process automation, leakage detection systems and flow computation etc. in accordance with the project delivery schedules.

Communicating with suppliers and personnel within the organization to establish clear definition of requirements and to assure performance to purchase order terms and conditions;

Approving bid proposals and specifications, composing requests for proposals and requests for quotes, analyze vendor responses and execute purchase properly;

Maintaining employee compliance with safety policies and procedures.

Working with other project functional groups, primarily Engineering, Construction, Supplier Quality, Expediting, **Traffic & Logistics** and other services;

Coordinating the interface between logistics functions such as transportation, maintenance and warehousing to ensure efficient, timely, and cost effective support to the customer.

Maintain and track inventory of materials, equipments and spare parts also complete documentation regarding regulated and/or hazardous materials..

June 2001 – July 2004

ASIA RATTAN MFG CO., INC
Pulungbulo, Angeles City, PHILIPPINES

Logistics/Supply Officer

Duties and Responsibilities :-

Responsible for the development of logistical plans, policies, and procedures necessary to provide support in the logistics areas of supply, transportation, maintenance, and services.

Coordinating with customers to ensure desired logistics objectives, priorities, and schedules are met and communicated to management.

Planning, organizing and leading day to day activities of one or more departmental or functional activities.

June 29, 1991 – Sept. 04, 2000

AL KAFAA TRADING – Saudi Aramco approved vendor (DA # 242501)
Eastern Province – DAMMAM, K.S.A.
Tel No. +966 3 8260994

Overseas Purchaser / Project Expeditor-Material Checker and Customs Coordinator/

Executive Assistant to the GM

Approving bid proposals and specifications, composing requests for proposals and requests for quotes, analyze vendor responses and execute purchase properly;
Performing tasks involved in the formation and administration of purchase orders;
Meeting the most demanding delivery requirements of the client;
Identifying competitive sources of supply and to benchmark prices without compromising quality of materials and service as necessary;
Researching and evaluating commodity areas and creating product standards for standardization and approved supplier/product lists;
Materials receiving and checking of proper documentation i.e. invoices and as per the packing list etc.. and logging inventory of materials which are properly grouped and kept in the warehouse through the company's computer modules;

Duties also include: ·

Reviewing and commenting on special payment billings;

Participating with engineering and supplier representatives in discussions held to clarify purchase order documents and/or specification requirements;
Supervising delivery of materials and interfacing with concerned personnel
Initiating and processing revisions that establish scope and effects on cost and schedule of agreed upon changes;

Duties as Executive Assistant to the GM includes :

Providing administrative support to the day-to-day functions including answering the telephone and connecting callers as necessary and appropriate. Takes and conveys messages and answers general queries in a pleasant and efficient manner. Places calls for the GM when requested, ensuring that the required party is available before connecting;

Receiving incoming mail, sorts, registers receipt, and stamps date. Prepares outgoing mail for despatch and maintains daily master file of incoming/outgoing correspondence. This includes correspondence transmitted electronically on the Internet. Ensures that daily correspondence are organized and prioritised for GM's attention as well as preparing memos, minutes of the meetings, business correspondence to concerned people and be sure GM instructions are carried out;

Receiving and screening visitors, determines purpose of visit and advises GM. Takes messages and/or arranges for appointments where the GM has indicated a desire to meet with the individual. Arranges for refreshments to be offered to such visitors;

Ensuring adequate travel arrangements on behalf of the GM, including journey, hotel and airline bookings and visas, ensure that everything is confirmed prior the GM's trip;

November 1986 – June 1991

COFFEE PUNCH NEWS

St. Augustine Village, San Agustin, CSFP C-2000 Phils.

Executive Assistant to the Editor/Sports and News Correspondent-Media Rel

Assisting the publisher/editor in the management of day-to-day administrative activities with primary focus on ensuring that work has been properly handled or assigned among the support staff and that deadlines and desired levels of quality are maintained;

Responsible for the supervision, coordination and management of office support staff, including workload distribution, quality, prioritisation of tasks;

Receiving, collecting and typing in computer as well as edit and proofread column write-ups and news reports from field reporters;

Collecting subscription fees and payments for legal notices for publications and advertisements as well solicit ads for the newsweekly;

Sending all the collected columns, news reports, articles and photos to the paper's official printer and assist for the proper lay-out of the newspaper;

Ensuring that the newsweekly will be out of the press on time;

Attending to all raffles of court proceeding for publication and extra-judicial notices being conducted weekly in the town and city's regional trial courts;

Editing/writing sports stories and articles as well as being aware and provide a news report of any sports activity in the area;

Maintaining files and keeping records and other important documents.

MAIN PROJECTS TACKLED :-

As a Senior Buyer/Procurement Specialist and one of approved vendors in the kingdom, I was at the forefront in supplying materials for the following multi-million projects as follows :-

1997-2000

Tasked to oversee the procurement of materials required by YANPET thru Fluor Daniel for their project at Saudi Yanbu Petrochemical Co., a mammoth petrochemical project in 1997 worth US\$2 billion to provide integrated production from ethylene to intermediates and final resins. Fluor Daniel who served as the over-all project manager and provided the engineering, procurement and construction services for the associated utilities and off sites. The YANPET facility expansion included the construction of a second 800,000-tpy ethylene cracker and facilities to convert ethylene into 530,000-tpy of PE & 410,000-tpy of ethylene glycol a year.

TOYO ENGG CORP with Mitsui and Co. constructed a 410,000-tpy plant to produce chemical fiber raw materials ethylene oxide and ethylene glycol. TEC and Mitsui likewise awarded us POs for their project requirements. Mitsubishi Heavy Industries Ltd. also built two commodity resin plants, one to produce 535,000-tpy PE capacity and another one, a 260,000-tpy PP unit. Lummus Global US likewise was awarded a contract to construct an 800,000-tpy ethylene plant.

1999-2000

Japan Gas Corp. (JGC) JYen 80 billion project designing and building a natural gas processing plant for Saudi Aramco in the Hawiyah district, 20km east of Riyadh. The gas processed by the plant will be shipped as fuel for power plants and materials for chemicals production.

1998-2000

USD70 million Saudi Aramco Shell Refining Co (SASREF) project awarded to Foster Wheeler – upgraded and boost capacity of its Jubail refinery. The expansion included a new thermal gas oil unit and gas turbine unit that boosted production of gas oil and gasoline by almost 5%. Jubail is KSA's second largest refinery is a major outlet of naphtha, fuel oil and middle distillates sales to Asia and Europe.

1999-

USD835M ABB project, Shoaiba Power Plant in K.S.A. constructing 3 units of oil-fired plant that will have a combined output of about 1,110 megawatts.

MAJOR ACHIEVEMENTS :-

Developed the 10-character material identification part numbers of every material in stock both in warehouse and showroom while working in Saudi Arabia and still being used until the present time.

My dedication to my craft have impressed my superiors at EDG Projectos Angola and client Esso (Exxon Mobil) as the main contact point for their offshore project requirements on two huge FPSO's during my tour of duty in West Africa and on several occasions I was up and ready to answer their calls even on the wee hours of the morning. Salary increased thrice due to work performance and promoted to head the Procurement.

Dramatically reduced the backlog of claims and delays in material deliveries while working at Mellitah Oil & Gas BV in Tripoli, Libya Was up for a contract renewal when civil war broke out.

REFERENCES :-

Burling E. Scelson / Gary F. Wadge

Managing Director

EDG PROJECTOS ANGOLA Lda.

Lda. Rua Augusto Silverio Ferreira No. 10/12. Maculusso, Luanda Republic de Angola

p: +244-226-425-100 Tel No. 00244 222 396 308

Mobile No. 00244 912 229122 / 001 713 7027788

E-mail :- bescelson@edg.net / bescelson@yahoo.com / gfwadge@edg.net

Keith E. Dechant

Project Engineer Advisor

ESSO Exploration Angola (Block 15) Limited

Rua Rainha Ginga, Largo do Atietico 79/83

BCI Building, 2nd Floor, Side A, Luanda, ANGOLA

Tel No. 00244 222 679000 Ext 2698

E-mail :- keith.e.dechant@exxonmobil.com

Jimmy Lornie

Expediting & Customs Section Head

Eni Iraq BV

Tel No. 0039 02 233 32106

Mobile No. +964 780 913 48580 /+61 403695600

E-mail :- Jimmy.Lornie@zfod.eni.com

Terry Murphy

General Manager

Al Ajeal Oil Services

Ben Ashur Street, Tripoli, Libya

Tel No. +218 21 360963 / +390 018 7422093 Mobile +218 912157991

E-mail :- terrymurphyuk2000@yahoo.co.uk

Melissa Higgs-Vicario

Facilities Engineer
ESSO Exploration Angola (Block 15) Limited
Rua Rainha Ginga, Largo do Atietico 79/83
BCI Building, 2nd Floor, Side A, Luanda, ANGOLA
Tel No. 00244 222 679000 Ext 2625
E-mail :- melissa.n.vicario@exxonmobil.com

Engr. Ali El Agel / Karima Malhes

Purchasing Supervisor / HR Dept – Oil Division – Libya Branch
Mellitah Oil & Gas BV (Eni Oil Company)
Dahra Bldg. 1 PO Box 346 - Tripoli, Libya
Tel No. +218 21 3335135 Ext 21045
E-mail :- Karima.Malhes@mellitahog.ly

Dr. Florencia Cortez-Marfil

Research Director
Perpetual Help College – Las Pinas
Mobile No. +639175921915

Willie Camba

ExxonMobil China – Project Manager
E-mail :- w_camba@yahoo.com / willie.camba@chn.rocoil.com.au
Mobile Nos. +8613910314573 // +861084490268 // +639395237777

Larry Parkos

Department Manager – Procurement Administration Unit
Eni Iraq BV – Zubair Project
Basrah, Iraq
E-mail :- Larry_Parkos@oxy.com
Mobile No. +964 7809134864 / +39 345 102 4931 / +39 02 233 32649

Robin McDonald

Department Manager – Procurement Administration Unit
Eni Iraq BV – Zubair Project
Basrah, Iraq
E-mail :- robinf.mcdonald@btinternet.com
Mobile No. +964 7809178910 / +39 348 428 2212 / +39 02 233 32649

Ernest Lamar Maxey Jr

Procurement Admin Manager – Eni Iraq BV
LSC Camp – Basrah, Iraq
Tel No. +1-478-213-4209

Ahmed Ali Mosa

Procurement Admin Manager - South Oil Company (SOC)
LSC Camp - Basrah, Iraq
Tel No. +39 02 233 33803
Email :- AliMosa.Ahmed@zfod.eni.com

July 2014-present

Position :- Owner-Operations Mgr-Water Refilling Station Manager-Sales Manager

Jonas Water Refilling Station (20-stage Carbon-filtered, Dept of Health certified, clean and safe with Ozonation process of Mineral and high pH or Alkaline Water)

Owner

- Increases management's effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining managers; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing incentives; developing a climate for offering information opinions and suggestions;
- Responsible for fixing prices and signing business deals;
- Responsible for providing direction for the business;
- Creating, communicating, and implementing the organization's vision, mission, and overall direction – i.e. leading the development and implementation of the overall organization's strategy;
- Evaluates the success of the organization.

Water Refill Station Manager

- Responsible for overseeing the smooth running of the water refill station
- Responsible for training, evaluation and assessment of workers
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs.
- Ensures that the water refill station meets the expected safety, hygiene and health standard at all times.
- Responsible for overseeing the smooth running of HR and administrative tasks for the organization
- Defining job positions for recruitment and managing interviewing process
- Responsible for training, evaluation and assessment of employees.

Sales Manager

- Manage external research and coordinate all the internal sources of information to retain the organizations' best customers and attract new ones;
- Identify, prioritize, and reach out to new partners, and business opportunities;
- Responsible for supervising implementation, advocate for the customer's needs, and communicate with clients;
- Develop, execute and evaluate new plans for expanding increase sales;
- Document all customer contact and information;
- Represent the company in strategic meetings;
- Help increase sales and growth for the company.