



## Maureen Bigcas Alvaran

Master in Business Administration  
Registered Electrical Engineer

Flat 1006 Al Rabwah 1 Bldg,  
Al Barsha 1 Dubai, UAE

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### PROFESSIONAL SKILLS

- Business Administration, Management & Marketing
- Project Management
- Administrative Works
- Facility Management
- Planning & Budgeting
- 9 years Professional Driver (Light Vehicles)
- Microsoft Office (Word, PowerPoint, Excel, Outlook, Project)

### PROFILE

- Birth Date: December 19, 1992
- Age: 28 years old
- Civil Status: Single
- Nationality: Filipino
- Visa Status: Visit Visa
- Fully Vaccinated: Sputnik V

### PROFESSIONAL EXPERIENCE

#### MENG AND PENG'S LAUNDROMAT

January 6, 2019 – September 25, 2021

##### Manager

- Managing and accounting of all the sales and expenses
- Hiring, training, supervising, and evaluating employees
- Addressing employee disputes, questions, and concerns
- Ordering, recording, and managing inventory
- Ordering, recording, and managing inventory
- Marketing and advertising

#### JG SUMMIT PETROCHEMICAL CORPORATION

July 16, 2018 – September 12, 2021

##### Electrical Engineer, Engineering Services Group, Maintenance Division

- Project Management and Administration
- Planning, Budgeting & Purchasing of materials and equipment for the project
- Supervise execution of the projects up to the testing and commissioning

#### MANILA ELECTRIC COMPANY (MERALCO)

October 16, 2015 – December 31, 2017

##### Planning Engineer, SCADA Department

- Project Management and Administrative Works
- Planning and Budgeting of SCADA Projects, Materials & Equipment
- Preparation of cost estimate & purchasing of materials and equipment

#### ELECTRODYNAMICS DEVELOPMENT & CONSTRUCTION INC.

##### Project: AG&P Ichthys Onshore LNG Facilities Project

May 13, 2015 – October 15, 2015

##### Planning / Cost Engineer

- Project Management & Administrative Works
- Monitoring of Manpower, Progress Reports, Daily & Weekly Activities
- Supervision and inspection of instrument and electrical works

### EDUCATION

#### Master in Business Administration

January 2019 – January 2021

Batangas State University

#### Registered Electrical Engineer

September 2014

Philippines Electrical Engineering Board Exam

#### Bachelor of Science in Electrical Engineering

June 2009 – April 2014

Batangas State University