**JOSE**

**Jose.126441@2freemail.com**

**POSITION DISERED: DRIVER / AUTOMOTIVE MECHANICS**

**CARREER OBJECTIVE:**

**To be able to apply for a position deemed fitting to my qualifications and capabilities that I may fulfill and develop my sense of ptofessionalism and my skills in rendering my services to this company where I am applying.**

**WORK EXPERIENCE:**

 **: Worked as a Receptionist cum Driver with Middle East Tobacco Industries FZCO,**

 **P.O.BOX 16905 Jebel Ali Free Zone, Dubai U.A.E November 25-2009 up to present.**

 **: Arranging and distributing coureer services and deliveries for incoming and outgoing**

 **Documents.**

 **: Answers the telephone; gives out information in person or by telephone; receive Visitors.**

 **: Assisting the guest and guide them to the conference room or managers rooms.**

 **: Faxing and receiving fax documents and distributing to the concerned person.**

 **: Scanning and mailing the required documents to relevant person.**

 **: Worked as a Armored Car Van Driver cum Security Guard,Auto Mechanic with**

 **Safeguard Armor Security Corporation,MBI Bldg,Plaza Sta.Cruz,Manila Philippines. July**

 **10,2002 up to July 11,2009. UNDER THE FOLLOWING:RCBC COMMERCIAL BANK**

 **RCBC SAVING BANK, METRO BANK,LANB BANK,BANK OF THE PHILIPPINES ISLAND.**

 **: Worked as a Service Crew and Delivery Driver with K.F.C. Alhia Restaurant Company**

 **Damam Saudi Arabia From Nov.30,1999 up to March 5,2002**

 **: Worked as a Family Driver in Jeddah Saudi Arabia From May 10,1994 up to June 26,1999**

 **: Worked as a Waiter in Abegail Rock Garden Restaurant**

 **Barreda st. Mangagoy,Bislig,Surigao Del Sur From Nov.5,1986 up to April 30,1991**

**JOB DESCRIPTION:**

 **: Trouble Shooting Engine**

 **: Assemble and Dis assemble of Alternator**

 **: I Know to change the clutch and Brake Lining**

 **: Repairing of Engine Trouble,Change oil,oil filter**

 **: Knowledge in operating Armored Car**

 **: I can handle all light vehicle**

**SPECIAL SKILLS:**

 **: DRIVER,AUTO MECHANICS, SECURITY GUARD**

 **: WAITER,SALEMAN**

 **: HARD WORKING, HONEST,ALWAY’S ALERT AND WILLING TO WORK**

**PERSONAL BACKGROUND:**

**Date of Birth : 09-12-1969**

**Place of Birth : Mangagoy,Bislig,Surigao Del Sur**

**Nationality : Filipino**

**Sex : Male**

**Religion : Roman Catholic**

**Language Know : English,Arabic,tagalong,Visaya**

**Visa Status : Transferable Visa (Jafza Visa)**

**Expiration Visa : 01-04-2013**

**Issue Date : 26-09-2010**

**Expiration Date : 26-09-2020**

**Place Issue : DUBAI U.A.E**

**Permitted Vehicles : Light Vehicles**

**EDUCATIONAL BACKGROUND:**

**COLLEGE: : PHILLIPPINES COLLEGE OF CRIMINOLOGY (PCCR)**

 **Bachelor Of Science In Criminology**

 **#641 Sales st.Sta Cruz,Manila**

 **Philippines.**

**HIGH SCHOOL: : ANDRES SORIANO COLLEGE (ASC)**

 **Mangagoy,Bislig,Surigao del sur,Philippines**

**PRIMARY: : MANGAGOY CENTRAL ELEMENTARY SCHOOL (MCES)**

 **Mangagoy,Bislig,Surigao del sur ,Philippines**

**VOCATIONAL SCHOOL:**

 **: TECHNICAL EDUCATIONAL & SKILLS DEVELOPMENT AUTHORITY (TESDA)**

 **: AUTOMOTIVE MECHANIC**

 **P.Diego Cera Ave.Pulang Lupa 1,Las Pinas City**

 **April 1-2003 up to June 20-2003**