|  |  |
| --- | --- |
| ***PEDRO*** | |
| ***ACADEMIC CREDENTIAL***  ***MARD INC. VOCATIONAL COURSE***  ***CAREGIVER***  ***JANUARY 2003 – JULY 2003***    ***E-MAIL***  [Pedro.328933@2freemail.com](mailto:Pedro.328933@2freemail.com)  ***PERSONAL DETAILS***  ***Address:***  ***Deira Dubai,UAE***  ***Nationality:***  ***Filipino***  ***Date of Birth:***  ***Dec.04,1980***  ***Marital Status:***  ***Single***  ***Religion:***  ***Roman Catholic***  ***Visa Status:***  ***Visit Visa***    ***Expiry Date:***  ***February 25,2017*** | *CAREER SUMMARY*  *Experienced and careful Transportation Driver with excellent driving and customer service records. High scheduling flexibility including evenings weekends and most holidays. Mindful of and knowledgeable about all safety standards for large vehicle operation.*  *QUALIFICATION AND SKILLS*   * *Superior experience in driving* * *Extensive knowledge of defensive driving techniques and other safe driving strategies* * *Exceptional oral and written communication skills* * *High ability to maintain strong professional relationships with co-workers and customers* * *Physically able to perform all needed functions for motor vehicle operation*   *.*  *PRACTICAL EXPERIENCE*  ***MCDONALD’s ( Riyadh International Catering Corporation ) – Riyadh KSA***  ***Mc Rider Delivery***  ***August 26, 2014 – August 27, 2016***   * *Provided quality customer service through positive and professional interaction with customers in person or by phone* * *Performed other assigned workstation duties including making quality products, preparing ingredients and taking orders* * *Worked as part of a team and assisted each other by being on time for their shift* * *Accurately processed order paperwork and payment transactions and execute cash management duties* * *Protected the company's assets by maintaining organized, safe, and clean work areas; complying with safety and security standards always.*   ***DJ CAB TAXI – Quezon City, Philippines***  ***Mechanic Apprentice***  ***January 05, 2014 – August 20, 2014***   * *Cleaning of vehicle and machine interiors, exteriors, engines and engine components. Examination of vehicle and machine Systems.* * *Periodic servicing of vehicle and machines.* * *Replacement and replenishment of components and units.* * *Identification and repair of faults in vehicles, machine components and systems.*   ***ROQUE Transport – Quezon City Philippines***  ***Public Utility Vehicle Driver***  ***December 2009 – January 02, 2014***   * *Pick passengers and drop them off to their destinations* * *Assist passengers in embarking and disembarking* * *Manage daily inspections on the vehicle* * *Keep vehicle clean and maintained at all times*   ***ART’s Catering***  ***Waiter***  ***December 2008- December 2009***   * *Check with customers to ensure that they are enjoying their meals and take action to correct any problems.* * *Collect payments from customers.* * *Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.* * *Prepare checks that itemize and total meal costs and sales taxes.* * *Take orders from patrons for food or beverages.* * *Check patrons' identification to ensure that they meet minimum age requirements for consumption of alcoholic beverages.* * *Serve food or beverages to patrons, and prepare or serve specialty dishes at tables as required.* |