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**MARLON**

**MARLON.371968@2freemail.com**

**PROFESSIONAL OBJECTIVES:**

To obtain a career wherein I can contribute my qualification knowledge and skills with useful and challenging role in serving and dealing with locals and expats for the benefit of the company and for my personal growth as well.

 **WORK EXPERIENCE**

 **MOBINA SUN DMCC JLT. DUBAI UAE**

 **DRIVER FEB-AUGUST 2017**

 **Duties and Responsibilities:**

* **Maintan company vehicle’s cleanliness, making sure it has enough fuel befor and after duty**
* **Collect cheques and other documents from various companies**
* **Deposit cheques to differents banks of the Company**
* **Follow up documents from Goverment Agencies like DMCC, Immiration and others**
* **Pick and drop managers staff on location for meetings, airport, hotel, and other areas as requested**

 **MALAAK HOME CARE NURSING. JLT. DUBAI UAE**

 **DRIVER 2014-2017**

 **Duties and Responsibilities:**

* Pick and Drop Nurses to where they are assign like Dubai, sharjah. or Abu Dhabi
* Collecting payments and arranging Invoice

 **DRIVER & SALES, FLORIS LAUNDRY**

 **Dubai Investment Part Dubai, UAE**

 **2010-2013**

 **Duties and Reponsibilities:**

* Sales and Marketing
* Doing Pick up and deliveries of client laundries
* Collecting payments and arranging Invoice

 **GOLDEN AGE POWER (EMIRATES) FZC**

 **SAIF ZONE, SHARJAH UAE**

 **DRIVER, 2006-2009**

 **Duties and Responsibilities:**

* Collecting payments and preparing invoices to various companies within UAE.

Responsible to various bank transactions such as PT remittances, deposit the

Cheques ,cash withdrawal, request bank statements & other

* Tracking Delivery of items from ports & bringing to the warehouse

prior for inspection

* Assisting in completion of custom clearances.

 **PURCHASER /SALES DRIVER: ALHEERAH USED CAR COMPANY**

 **SHARJAH, UAE**

 **2000-2005**

 **Duties and Responsibilities:**

* Attending costumers inquiries
* Processing needed documentation of purchases.
* Maintaining good costumer relati

 **SALES MERCHANDISER: WRIGLEY PHILS.INC**

 **Antipolo City, Philippines**

 **1998-2000**

 **Duties and Responsibilities:**

* Dealing with other Managers from diffirent Supermartket to present the Quality of Wrigleys product

and also become their regular supplier

* Getting order and make a list of purchase product that has been delivered
* Resposible to check if the product that was ordered are good package
* Delivered boxes of Wrigleys Chewing Gums from any Supermarket
* Update and record outgoing and incoming receipt

 **MERCHANDISER UNILEVER PHILS.**

 **Manila, Philippines**

 **1995-1998**

 **Duties and Responsibilities:**

* Monitoring the expiration of the product
* Display and Organize goods
* Delivered product from any Supermarket
* Record purchase and outgoing delivered product

 **PRIMARY**: Talimundok Elementary School

 **SECONDARY**: Dau Academy

 **TERTIARY:** Dau Academy

 **PERSONAL BACKGROUND:**

 I hereby certify that the above information are true and correct to the best of my knowledge.