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AURORA**

Email: [aurora.382819@2freemail.com](mailto:aurora.382819@2freemail.com)

Language Spoken: English, Arabic, Tagalog

**OBJECTIVE:**

To secure a competitive position in a company where in I can prove and profound my skills as an individual. To expand my proficiency through the challenges and opportunity that may arise during my employment.

**WORK EXPERIENCES:**

* **GULF BRIDGE INTERNATIONAL**

Media City, Dubai UAE

Company Driver

January 20, 2015 – up to present

**Duties and Responsibilities:**

* Routine check-up(Oil, Brake, Lights, Radiator water, Tire pressure, Fuel consumption).
* Maintain assigned vehicles always clean and in good condition, necessary maintenance such as washing and /or cleaning of assigned vehicles shall be done and scheduled properly.
* Process the license of the company cars, deposited accounts in the banks.
* Perform miscellaneous clerical functions and special projects as assigned.
* **GOLDEN BEACH NURSERY**

Umm Suqeim 3, Street 17A, Villa 24 Dubai UAE

Personnel Report Officer (PRO) cum Lady Driver (School Bus)

December 30, 2012 until December 31, 2014

**Duties and Responsibilities:**

* Communicating in different government agencies.
* Process the contract, labor identification card of employees,renewal of license of school and other facilities.
* Keep the file 201 of employees.
* Attentive to traffic and weather conditions while staying on schedule and ensuring the safety of passengers.
* Must ensure that their vehicles are operating properly each day by testing brakes, tires and other components.
* Responsible for maintaining a safe environment within the bus by enforcing rules of conduct and responding to emergencies.
* Must keep track of the amount of fuel used, number of students transported and miles driven, which they typically report to supervisors each week.
* **FAMILY LADY DRIVER**

September 15 2008 to November 12, 2012

**Duties and Responsibilities:**

* Shall maintain assigned vehicles always clean and in good condition, necessary maintenance such as washing and /or cleaning.
* Shall endeavor to give attention of the client or its passenger whenever or wherever.
* Shall always drive the client vehicles safely and comfortably and must exercise defensive driving while on the road to prevent accident.
* **LADY FAMILY DRIVER**

Sharjah, UAE

April 04, 2004 to August 12, 2008

**Duties and Responsibilities:**

* Shall maintain assigned vehicles always clean and in good condition, necessary maintenance such as washing and /or cleaning.
* Shall endeavour to give attention of the client or its passenger whenever or wherever.
* Shall always drive the client vehicles safely and comfortably and must exercise defensive driving while on the road to prevent accident.

**EDUCATION:**

Vocational Course Baliuag Colleges,

Baliuag Bulacan, Philippines

Computer Programming

1984-1985

**SEMINAR AND TRAINING:**

* Lady Driver (School Bus) training and seminar

Roads and Transport Authority

Dubai, UAE

May 06, 2013

**SKILLS:**

* Good communication skills and professional presentation.
* Energetic, smart & excellent communicator in English.
* Team player with ability to work independently.
* Can work in minimal supervision.
* Optimistic and strong urge for self-development
* Computer Literate

**PERSONAL DATA:**

Date of Birth January 15, 1965

Citizenship Filipino

*I hereby certify that the above statement are true and correct with the best of my knowledge and ability.*

Aurora