

Vincent Prince B. De Leon

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CAREER OBJECTIVE

To assume a position that will enhance and utilize my knowledge and skills gained through years of experience, and to associate myself with a long term career that will offer advancement, motivational challenges to stimulate personal and financial success.

SKILLS/INTERESTS

Self-driven, results-oriented, mature, credible, reliable, tolerant and determined. Able to get on with others and is a team-player. Establishes strong relationships with all members of the team. Open attitude towards change, innovation and flexibility. Strong time management and customer service skills. Use route navigation apps and knowledge of area to deliver packages to customers on time. Interact with customers in a professional manner, customer friendly and intellectual individual with desire to exceed expectations

WORK EXPERIENCE

Job Title : Truck Delivery Driver

Company : Asima Plastic Factory – Doha Qatar

Employment Date : March 20, 2023 to present

DUTIES AND RESPONSIBILITIES

- Deliver various items to different addresses as assigned
- Stick to schedule and time-bound on the job.
- Follow the prescribed routes most convenient for delivery.
- Assisting with loading and unloading items for vehicles.
- Inspect, operate and maintain the vehicle and its cleanliness.
- Ensure the customer receives the materials in good condition.
- Maintain a log of all deliveries and related information for reference and confirmation
- Abiding by all transportation laws and maintaining safe driving record
- Preparing reports and other documents relating to deliveries.

Job Title : Company Driver/Collector

Company : Al Aziziya Pharmacy – Doha Qatar
Employment Date : August 7, 2019 to January 20, 2023

DUTIES AND RESPONSIBILITIES

- Collecting the Sales everyday with all Al Aziziya Pharmacy branch
- Reviewing and counting the money collected is balance with the reports.
- Submit to office the cash collected to all pharmacy
- Arranging the Cash Sales for deposit
- Deposit the Cash Sales in the bank; submit the payroll documents to bank and other bank related documents.
- Maintain a report for everyday cash collection.
- Preparing reports and other documents relating to Sales Collection in all pharmacy.
- Transport employees in a safe and timely manner.
- Maintain driving log, prepare vehicle performance forms and complete daily paperwork
- Take instructions from supervisor regarding each day's deliveries or pick / drop services
- Any other responsibilities assigned by the Manager

Job Title : Company Driver

Company : Al Dahah Medical Company – Doha Qatar
Employment Date: July 2014 to May 2018

DUTIES AND RESPONSIBILITIES

- Loading, transporting, and delivering items to clients or businesses in a safe, timely manner.
- Reviewing orders before and after delivery to ensure that orders are complete, the charges are correct, and the customer is satisfied.
- Assisting with loading and unloading items from vehicles.
- Providing excellent customer service, answering questions, and handling complaints from clients.
- Adhering to assigned routes and following time schedules.
- Abiding by all transportation laws and maintaining a safe driving record.
- Preparing reports and other documents relating to deliveries.
- Transport employees in a safe and timely manner.
- Maintain driving log, prepare vehicle performance forms and complete daily paperwork
- Provide special care in delivering fragile and hazardous products.
- Perform vehicle inspection before and after each trip
- Adhere to company operating policies and procedures
- Take instructions from supervisor regarding each day's deliveries or pick / drop services
- Any other responsibilities assigned by the Manager

Job Title : Company Driver

Company ⇨ Dweji Money Changer – Manila Philippines
Employment Date: Sept. 2011 to Oct. 2013

Job Title : Company Driver

Company ⇨ Alson Trading Appliances – Lipa Batangas, Philippines
Employment Date: March 2010 to May 2011

Job Title : Company Driver

Company ⇒ CMP Group of Companies – San Pedro Laguna Philippines

Employment Date: March 1998 to January 2010

DUTIES AND RESPONSIBILITIES

- Analyze delivery address, determine appropriate routes and maintain schedule.
- Transport employees in a safe and timely manner.
- Maintain driving log and complete daily paperwork
- Use route navigation apps and knowledge of area to deliver packages to customers on time
- Interact with customers in a professional manner
- To provide secure and timely driving services to transport passengers and/or goods.
- Dropping and picking up staff and business partners of the organization from gatherings, airplane terminals etc.
- Assured that the vehicle is maintained in excellent condition and is cleaned regularly and In-depth knowledge of vehicle maintenance is applied
- Drive V. I. P. to various destinations upon request, with knowledge of various cities and efficient routes
- Performed daily pre- and post-trip company vehicle inspections
- Maintained company vehicle cleanliness on a daily basis.

EDUCATION

**San Pedro Manpower
Development Institute**
Laguna, Philippines

Certificate of Training in Automotive
Automotive
(Sept 2009 – Jan. 2010)

Fernando Airbase Highschool
Lipa Batangas, Philippines

Secondary Diploma
(1989 – 1993)

PERSONAL INFORMATION

Birth Date	:	August 23, 1974
Place of Birth	:	Manila Philippines
Gender	:	Male
Nationality	:	Filipino
Marital Status	:	Married
Passport No	:	P5872941A

REFERENCES

Available upon request.