

# Jess Mendiola



## Personal Particulars:

**Profession** : Painter Supervisor / Safety Officer / Driver  
**Nationality** : Filipino  
**Date of Birth** : January 01, 1974  
**Mobile No.** : (+974) 55067081  
**Watsapp** : (+974) 77370186  
**Email Address** : [jess.mendiola@yahoo.com](mailto:jess.mendiola@yahoo.com)  
**Driving License No.** : 27460800002  
**Years of Exp.** : 27 Years

## Qualifications and Experience:

**Education** : **Bulacan State University**  
**Bachelor of Science in Business Administration**  
**Major in Financial Management**  
Year 1995 (Undergraduate)  
Malolos Bulacan, Philippines

**Calumpit Institute**  
Year 1993  
Calumpit Bulacan, Philippines

## Career Details:

### Professional Real Estate Co.

#### Doha- Qatar

Position: **Driver – February 01, 2022 up to present**

#### Responsibilities:

- Safely transporting company staff as well as various products and materials to and from specified locations in a timely manner.
- Assisting with the loading and offloading of staff luggage, products, and materials.
- Adjusting travel routes to avoid traffic congestion or road construction.
- Promptly informing the company of any tickets issued against the company vehicle during work hours.
- Ensuring that the company vehicle is always parked in areas that permit parking in order to avoid towing.
- Keeping the company vehicle clean and properly maintained by performing regular washing, cleaning and vehicle maintenance.
- Providing accurate time records of the company vehicle's coming and goings.
- Reporting any accidents, injuries, and vehicle damage to management.

### Al Alia Trading & Contracting L.L.C.

#### Doha- Qatar

Position : **Painter Supervisor / Safety Officer– June 15, 2019 up to January 2022**

### Al-Falah Trading & Contracting Co.

#### Doha- Qatar

Position : **Painter Supervisor / Safety Officer – 1994 up to 2019**

#### Responsibilities (Safety Officer)

- Inspects the site to ensure it is a hazard-free environment.
- Conducts toolbox meetings.

- Is part of the project safety all efforts to enhance safety.
- Verifies that injury logs and reports are completed and submitted to related parties.
- Verifies that all tools and equipment are adequate and safe for use.
- Promotes safe practices at the job site.
- Enforces safety guidelines.
- Trains and carries out drills and exercises on how to manage emergency situations.
- Conducts investigations of all accidents and near-misses.
- Reports to concerned parties as requested or mandated by regulations.
- Conducts job hazard analyses.
- Establishes safety standards and policies as needed.
- Performs emergency response drills.
- Watches out for the safety of all workers and works to protect them from entering hazardous situations.
- Responds to employees' safety concerns.

#### Responsibilities (Painter Supervisor)

- Apply paint to surfaces including canvas, walls, floors, doors, and cabinets etc...
- Paint landscapes, portraits, and abstract art using oil-based paints or other kinds of paint.
- Mix, match, and apply paint, varnish, shellac, enamel, and other finishes.
- Scrape, sandpaper, prime, or seal surfaces prior to painting.
- Clean walls to ensure proper adherence.
- Cover surfaces with cloth or plastic to ensure protection.
- Calculate amounts of required materials and estimate costs.
- Fill cracks, holes, and joints with caulk, putty, plaster, or other fillers, using caulking guns or putty knives.
- Erect scaffolding, movable and immovable staging and various rigging to gain access to difficult areas; moves furniture and equipment as necessary.
- Remove fixtures such as pictures, doorknobs, lamps, and electric switch covers prior to painting.
- Apply several coats according to paint directions.
- Tape off areas when needed.
- Apply touchups or second coats.
- Remove paint splatters when finished.
- Clean up all equipment, including brushes and spray guns.
- Work on ladders to reach high ceilings or walls.

#### Certificate, Training & Seminar:

##### 4 Million Safe Man Hours Without LTI

Al Alia Trading & Contracting L.L.C., Doha – Qatar  
November 2020

##### Highfield Level 2 International Award in Emergency First Aid, Defibrillation and CPR

Highfield International Accreditation, Doha – Qatar  
3<sup>rd</sup> of April 2019

##### Managing Safely

Institution of Occupational Safety and Health, Doha – Qatar  
28<sup>th</sup> of December 2018

##### Confined Space Entry

Enertech Qatar Safety Training Centre, Doha – Qatar  
27<sup>th</sup> of March 2018

##### Nebosh IGC Course

Venture Gulf Training Centre, Doha – Qatar  
22<sup>nd</sup> of January to 25<sup>th</sup> of March 2016

#### Skills

Knowledge in

- ✓ Internet Application / Email Facilities / Sourcing
- ✓ Microsoft Application: Word & Excel

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