**CURRICULUM VITAE**

**CAREER OBJECTIVE**

I’m a hardworking and team player possess good inter-personal relation abilities very eloquent communication skill and willing to go extra mile in achieving result and completion task timely. A numeric person with good working knowledge

**PERSONAL PEOFILE**

Name John Mensah

Nationality Ghanaian

Date of birth 01 June 1979

Gender Male

Marital Status Married

Language English

Driving License Qatar Driving License Available

E-mail jo96hnmall@gmail.com

Contact +974 3094 1640

**PROFESSIONAL EXPERIENCE**

Ghana Railway Company 2010 – 2012

Karwa Qatar 2016 – 2018

Highway limousine 2019 – 2020

Low calories 2020 – 2021

Embassy of Bennie 2022 till date

**Key Responsibilities and Duties**

* Signalling to the train driver that all passengers are safely on board
* Operating information board and making announcements over the public address system
* Dealing with customer enquiries and complaints and helping passengers with special requirements
* Directing passengers and managing queues
* If working in the ticket office, selling tickets and other rails products
* Carrying out shunting and train dispatch duties ensuring trains leave safely and on time
* Regularly check the driving schedules and liaise regularly with the executive
* Assistant or administration manager regarding the driving requirements for the post
* Provide safe and punctual driving services to all passengers including assisting with luggage etc.
* Familiar with the best routes to and from destinations including to the airports and be prepared to alter driving routes when traffic/weather conditions warrant
* Complete vehicle running sheets for each vehicle used, and maintain adequate stock of vehicle running sheet in the vehicle
* Ensure availability through a call phone at all times when on duty
* Undertake messenger and delivery service as required vehicle maintenance
* Maintain the post’s vehicle to a high standard, ensuring they are clean and safe to drive at all times
* Carry out regular maintenance check of vehicles, taking into account post requirements for vehicle usage
* Ensure all vehicle have adequate fuel at all times
* Prepare all cars for seasonal conditions

**EDUCATIONAL BACKGROUND**

T.I Hamadiyah Secondary school 1994 – 1996

**SKILLS**

* Proficient in computer software programs such as word processors, spread sheet programs, and database systems
* Base analytical experience
* Proficient typing skills
* Data organization and storage knowledge

**REFERNCE**

Mr Adams

Manager Hi way Limousine