

GLENN A. ACLAN



***Driving professional in Qatar &
Administrative; Ability to multitask and
adopt in the workplace***

CONTACT INFO

**Al Nasser
Doha
Qatar**

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Email: glennaaclan@gmail.com
Visa: **Working Visa with NOC**

EDUCATION

**Associate in Hotel &
Restaurant Management/
Lyceum of Batangas,
Philippines/ Year April-2005**

OTHER SKILLS

**- Self Motivated, initiative &
maintains a high level of energy
- Can work with minimal
supervision with the high level
of patience and integrity**

WORKING EXPERIENCE

MTM GROUP Doha, Qatar

Position: **DRIVER**

May 15, 2016- February 16, 2023

- Chairman personal driver
- Guardian of the chairman's kids
- Checking the vehicle maintenance & repair
- Arrange the sending & collection of documents
- Handling the petty cash properly & submitting the expense breakdown to the Finance Dept
- Assisting Finance Dept by encashment of cheques & bank deposits
- Local purchaser (stationaries, spare parts & food) as instructed
- Arranging pool maintenance by coordinating with the pool maintenance supplier
- Handles all house maintenance by coordinating with Ac & Electrical Tech and other repairs
- In charge in all needs of the kids in school

CEMENT PLANT CONSULTANTS A/S Doha, Qatar

Position: **DRIVER cum Admin Assistant**

July 2014 – May 2016

- Pick up of employees from accommodation to site
- Handles vehicle check-ups and maintenance
- Responsible for local purchases and deliveries
- Arranging stamps for all documents received and proper filling
- Scanning documents received and sending by email to all concerned departments

QATAR SHELL GTL LIMITED (AIR ENERGI) Doha, Qatar

DRIVER cum Bus Monitor

June 2013- June 2014

- Coordinate with the transport supervisor for the driving schedules (locations, person to pick up or documents to deliver or for collections)
- Checking of vehicles before starting the work
- Coordinating with the supervisor for vehicle booking as per employees' requirements
- Monitors passenger gate pass and ID's

QATAR SHELL GTL LIMITED (SPIE OIL & GAS SERVICES MIDDLE EAST LLC) Doha, Qatar

DRIVER cum Bus Monitor

April 2010- June 2013

- Coordinate with the transport supervisor for the driving schedules (locations, person to pick up or documents to deliver or for collections)
- Checking of vehicles before starting the work
- Coordinating with the supervisor for vehicle booking as per employees requirements
- Monitors passenger gate pass and ID's

FREE LANCE VISA (PRIVATE SPONSOR)

DRIVER

November 2009-March 2010

- Responsible in sending the workers to their offices
 - Bring students to school and pick them as well
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CERTIFICATES

- QATAR INTERNATIONAL SAFETY CENTRE WLL
Defensive Driving Course Light Vehicle
- QATAR SHELL DEFENSIVE DRIVING COURSE-REFRESHER
Refresher Course
- QATAR SHELL DEFENSIVE DRIVING COURSE-REFRESHER
Refresher Course
- QATAR SHELL RECOGNITION AWARD
Safety Performance in Land Transportation Operations
- IMPROVING Pear GTL HSE Culture
Basic First Aid
- PEARL GTL PROJECT
Recognition Award
- IMPROVING PEARL GTL SAFETY CULTURE
Defensive Driving Refresher CBT Course
- 200 MILLION KILOMETERS DRIVEN
Recognition
- IMPROVING PEARL GTL HSE CULTURE
Defensive Driving Course (Light Vehicle)

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Applicant