

Curriculum Vitae
RESTY MATIBAG MANUEL

OBJECTIVE

To be able to work in an exciting and challenging corporate environment where I can enhance, utilize and apply my strength, creative skills and professional experiences and play a significant role to achieve the organization's objectives and contribute in its success and growth.

PROFESSIONAL EXPERIENCE:

- **Position:** Limousine Driver
Duration : January 2018 – To present
Company : Infinity Limousine Company
Location : Doha

- **Position:** Equipment Service Driver
Duration : January 2017 – October 2017
Company : Whiteport incorporated
Location : Manila – Philippines

- **Position :** Shift Support Agent
Duration : September 2014 – 25 March 2015
Company : **MOWASALAT TRANSPORT COMPANY**
Location : DOHA

Job Description

- Plans, directs and evaluates the operation of all functions of the Transportation and Maintenance Division; directs the enforcement of rules, regulations and policies on transportation and maintenance methods and procedures; consults with subordinate managers regarding activities and operations of their units; manages and administers, through subordinates, all line and staff functions and activities; coordinates division programs and priorities; prepares or supervises the preparation of technical reports and complex correspondence relative to the management of the Transportation and Maintenance Division and assistance to the General Manager.

- **Position :** School Bus Driver
Duration : September 2011 – September 2014
Company : **MOWASALAT TRANSPORT COMPANY**
Location : DOHA

Job Description

Picked up children in front of their homes in the morning, and dropped them off at special education schools



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Personal Data

Date of Birth : 7 JULY 1976
Nationality : Filipino
Marital Status : Married
Height : 172 cm.
Weight : 84 kilograms

Personal Profile

- Possesses excellent inter-personal skills and leadership qualities.
- Highly motivated to accomplish objectives.
- Uphold positive view towards any given works and having a good sense of responsibility
- Energetic and can easily acquire new skills.

- Picked up children from special education schools in the afternoon, and dropped them back off at their homes again.
 - Observed children tendencies and behaviors.
 - Maintained and scheduled periodic maintenance of the bus.
 - Produced left, right, turn sheet.
 - Administered, and changed time tables for pickup and drop off whenever necessary.
 - Recorded discipline reports of children
 - Maintained radio contact with the base.
 - Oversaw, and implemented discipline on the bus.
- **Position :** **Public Service Bus Driver**
 - Duration : October 2009 – September 2011
 - Company : **MOWASALAT TRANSPORT COMPANY**
 - Location : DOHA

Job Summary

Responsible for transporting people from one place to another for work, errands, school, or other reasons. Takes fares from passengers, issues receipts, announces routes, and ensures passengers get out safely.

Primary responsibilities

- Transport people from one place to another on a transit bus.
 - Operate bus by applying brakes, starting and stopping engine.
 - Drive regular routes on a schedule.
 - Announce next destinations.
 - Transport passengers on chartered trips or sightseeing tours.
 - Drive through traffic and obey traffic laws.
 - Deal with unruly passengers.
 - Stop frequently, often only a few blocks apart and when a passenger requests a stop.
 - Collect fares and issue change.
 - Answer questions about schedules, routes, and transfer points.
 - Report accidents or other traffic disruptions to a central dispatcher, and follow directions when using an alternate route.
 - Assist disabled passengers.
 - Check the bus tires, lights, and oil and do other basic maintenance.
 - Follow state and federal transit regulations.
 - Keep passengers informed of delays.
- **Position :** **Company Shuttle Bus Driver**
 - Duration : October 2004 – December 2008
 - Company : **Tannah United Company**
 - Location : SAUDI ARABIA

Job Description

- Convey passengers to and from predetermined locations
- Assist passengers in loading and unloading their luggage into the vehicle
- Negotiate and collect fares from the passengers if there is no predetermined fare for the route
- Maintain decent conversation with customers and assist them with directions

- Answer passengers' questions in a polite and gentle manner
- Maintain constant communication with the dispatcher or manager
- Carry out regular check on the shuttle vehicle before and after each day's run
- Carry out repair of minor faults and report major problems, accidents, or damage to the vehicle to the dispatcher or technician
- Pay tolls and other levies required of drivers operating in that area
- Obey all traffic rules and regulations guiding the operation of shuttle services in his/her assigned area. This may include plying the predetermined routes, not going beyond stipulated boundaries, and collecting the agreed fare
- Dress in a neat and professional manner. This may be in accordance with the shuttle service company's dress code or in accordance with the stipulated dress code for drivers operating in that area.

• **Position :** Site Supervisor

Duration : July 2002 –March 2003
 Company : **EURO ASIA COMPANY (Granite Construction)**
 Location : PHILIPPINES

Job Description

- Accomplishes construction human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counselling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.
- Meets operational standards by contributing construction information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying construction management system improvements.
- Accomplishes construction project results by defining project purpose and scope; calculating resources required; establishing standards and protocols; allocating resources; scheduling and coordinating staff and sub-contractors; evaluating milestone assumptions and conclusions; resolving design problems; evaluating and implementing change orders.
- Prevents fines and interruptions by complying with, and enforcing, codes.
- Maintains safe, secure, and healthy work environment by following and enforcing standards and procedures; complying with legal regulations.
- Updates job knowledge by tracking and understanding emerging construction practices and standards; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

TRAININGS/ SEMINARS

Course Title	Authorized Training Centres	Date
Work at Height Regulations 2005	CSEC Consultancy & training Centre	30.03.2018
IOSH Managing Safely	DISS – Doha Industrial Safety Services	15.03.2018
Managing Safely	DISS – Doha Industrial Safety Services	09.03.2018
Cable Avoidance Tool – CAT & Genny	CSEC Consultancy & training Centre	05.01.2018
Underground Utility Services		
Safety Officer Training course	CSEC Consultancy & training Centre	22.12.2017

PROFESSIONAL SKILLS

- Proficient with very good command in English (written & spoken)
- Computer literate
- Driving
- Easy to learn and works with minimum supervision
- Self-motivated to assist in achieving company goals, well organized, dependable and able to work and communicate well with others;
- Can withstand to any stressful situation.

EDUCATIONAL BACKGROUND

Course : **Bachelor of Science in Marine Engineering**
University : Philippine Merchant Marine School - Philippines
Year Graduated : **COLLEGE LEVEL**

REFERENCE

Will be submitted up on your request

DECLARATION

I hereby declare that the above mentioned details are true to the best of my knowledge.

RESTY MATIBAG MANUEL