



JOHN DAVID D. DELEON

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OBJECTIVES

- To secure a responsible career opportunity where I can fully utilize my working experience and training skills while making a significant contribution to the success of the company.
- To secure a challenging position in a reputable organization where I can expand my learnings.

QUALIFICATION AND SKILLS

- With extensive working knowledge and exposure in:
 1. Driver Light Transport
 2. Dealing with shipping line, DO processing / Accounts matter, collection

EMPLOYMENT HISTORY

Company Name : **Precise Trading, Shipping & Logistics Services**
Position Title : Company driver
Duration : August 2022 – April 2024

Work Description / Responsibilities:

- Responsible in collecting cheques and original shipping documents from clients.
- Collecting and delivery of small-scale cargoes to and from the airport and seaport.
- Submitting original invoices to clients for payment processing.
- Consolidating documents for Delivery Order Collection from shipping lines.
- Buying parts needed for maintenance of trucks and delivering them to site location.
- Assumes responsibility and duties of subordinates when needed in operation.

EDUCATIONAL BACKGROUND

Field of Study : Secondary Graduate
Institute : Marikina High School, Philippines
Graduation Date : April 2020

PERSONAL DATA

Birth Date : May 13, 2002
Civil Status : Single
Nationality : Filipino
Religion : Catholic
Qatar DL Validity : 17 July 2027

Character references are available upon request.

I hereby certify the above information is true and correct to the best of my knowledge and belief

John David D. De Leon
Applicant