



ALDOMAR B. SANTIAGO

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Al Thumama villa 74 Street 907



Zone 46 Doha Qatar

SKILLS

10 / 10

DRIVING

10 / 10

Dedication

10 / 10

Analytical Thinker

10 / 10

Excellent Problem Solver

10 / 10

COMMUNICATION

INFORMATION

Age: **26 years of Age**
Date of Birth: **May 13, 1998**
Place of Birth: **Nueva Ecija, Philippines**
Status: **Married**
Nationality: **Philippines**
Sex: **Male**
Language: **Tagalog & English**

QUALIFICATION

- Transferable Visa
- Qatar Driver License
- Can join immediately

ABOUT ME

to obtain my skills and knowledge base in my experience. I could be confident in the position to contribute for giving good quality services in terms of work.

EXPERIENCE

WORK EXPERIENCE

DOHA VIEW

Company Driver (May 2023- Present work)

- Safely transporting company staff from specified locations in a timely mann
- Coordinating with the HR, Admin, and other departments regarding deliver collect documents.
- Picking up and delivering various packages, documentation to specified loca as per the delivery instructions.
- Assisting with the loading and offloading of staff luggage, products, and materials.
- Support PRO with administrative tasks such as paper works.
- Adjusting travel routes to avoid traffic congestion or road construction.
- Ensuring that the company vehicle is always parked in areas that permit par 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 going
- Reporting any accidents, injuries, and vehicle damage to management.
- Promptly informing the company of any tickets issued against the company vehicle during work hours.

ALDAR PROPERTIES

Field AC Supervisor

(September 2021- May 2023)

- Supervise and coordinate the Job order with the team, including assigning tasks, scheduling work, and ensuring timely completion of works.
- Monitor, inspect the repair and installation of technicians to ensure compliance with safety standards.
- Support the repairs and maintain AC units with the team every works.
- Provide guidance and support to technicians in diagnosing and resolving issues.
- Train and mentor AC technicians in providing guidance on proper installation techniques, equipment operation, and repair procedures.
- Communicate with the team and clients regarding the issues with the AC Unit.

AC TECHNICIAN (April 2017 – September 2021)

- Manage inventory AC equipment, tools, and spare supplies.
- Manage to check the report of technicians after Job order done.
- Develop job repair plans for team to affect repairs on time.
- Repairing and replacing switches, relays fan motor and thermostats.
- Replace filters, lubricates fan motor and adjust controls and check for worn belts.
- Noisy bearings, clogged air lines and refrigerant leaks.
- May repair heating systems by adjusting controls, cleaning and repairing water leaks and steam coils, air dampers, blowers and motors.
- Check its functions and status
- Record the reported damage of the air-con, heaters or cooler
- Conduct daily routine for inspections
- Examined heating and air conditioning systems for signs of defects or malfunction.
- Fix and check backage type and Split type
- Installed air conditioning equipment and tested for proper operation.
- Carry out general repairs and maintenance of AC
- Check leakage and checking the major parts.
- Disassembled units repaired broken components and restored them to operating condition.
- Retained careful and thorough maintenance and repair records.
- Recycled and charged refrigerants.
- Conduct changing the spare parts
- Maintain repair and replace residential and commercial air conditioning systems.

Part Time- Sales Agent

- Advertising the available properties in the market.
- Introducing the properties to customer based on their demands. Assisting the customer for signing contract and receiving the payments
- Assisting the customer during the move in.

Part Time-Driver (2021-2024) Doha Qatar

- Safely and timely drive the Family member at school and work.
- Ensure that the car is always clean by washing both its inside and outside parts.
- Carry out routine inspection on the car to ensure that it is always in good condition.
- Consider different routes, check climate and traffic reports to decide the best route to take.
- Carry out other assignment that may be given by the Family member.

BIOTEC-FARM AGRICULTURE INDUSTRY Philippines

WAREHOUSE ASSISTANT (2016-2017)

- Maintain the cleanliness of the warehouse to ensure the safety.
- Responsible to check date of the production and expiration of goods.
- Ensuring all equipment's used in the warehouse is clean and safety.
- Sorts, arranges, and labels all the goods in the warehouse.
- Receives and examine all the incoming goods on behalf of the organization.
- Preparing the orders of the customer for ready shipments.
- Ensure that the goods and items order by the customers are correct.
- Recording the numbers and types of defects or encounter during the checking of goods.
- Maintain the records of inspection for the future reference.
- Move inventory and materials across facilities.
- Package items and label correctly.
- Responsible to check, process and clear the customer orders for shipments

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