

MICHAEL O. ORTEGA

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Passport Number P725836A



Position Desired: Truck Driver/ Bus Driver

OBJECTIVE

To impart my knowledge and skills for the benefit of my company and myself and work up to standards and to become a competent and productive employee.

WORK EXPERIENCE:

February 06, 2017
August 30, 2022

Truck Driver/Bus Driver
M.H. Alshaya Co. W.L.L.
Doha Qatar

- Ensuring the safety and security of the load during transportation
- Ensuring all documentation connected to the load is fully completed and in compliance with company standards
- Assisting in the safe loading and unloading of goods
- Ensuring the highest level of customer service at all times when dealing with company employees and external customers.
- Complete daily checklist of vehicle condition

November 2, 2012 to
August 30, 2016

Valet Driver/Bus Driver
Abraj Qatar Group
Doha, Qatar

Worked Performed:

- Understand and meet all customers need quickly, professionally and accurately
- Parked and retrieves customers vehicle in a timely fashion
- Responsible for ensuring work conducted in a safe manner by maintaining traffic safety laws
- Complete a circle check for each vehicle and notes any pre-existing damage of a vehicle
- Maintain open line communication with my supervisor
- Pick and drop staff from accommodation to workplace and vice versa
- Check and monitor vehicle condition daily

December 13, 2010 to

Valet Attendant/Bus driver

September 30,2012

Tanzifco Company
Doha, Qatar

Worked Performed:

- Understand and meet all customers need quickly, professionally and accurately
- Parked and retrieves customers vehicle in a timely fashion
- Responsible for ensuring work conducted in a safe manner by maintaining traffic safety laws
- Complete a circle check for each vehicle and notes any pre-existing damage of a vehicle
- Maintain open line communication with my supervisor
- Pick and drop staff from accommodation to workplace and vice versa
- Check and monitor vehicle condition daily

April 2001 – January 2007

Company Driver
Citi Appliance
Mansalay Oriental Mindoro, Philippines

Worked Performed:

- Drive safely to their destination
- Help loading and unloading of products
- Keep logs of the activities and make sure their vehicles are maintained good working order.
- Pick and drop company staff.
- Package delivery service drivers.
- Accept payment for services and handle other paper related to the delivery

Educational Attainment:

College	Bachelor in Agricultural Technology Romblon State College 2000
Training	Health and Safety Environment Officer 2007 SMAW NCII (Shielded Metal Arc Welding) 2008

Personal Data:

Birthday: April 13, 1978
Status: Married
Father's Name: Zacarias Ortega
Mother's Name: Lolita Ortega