



ALDOMAR B. SANTIAGO

CONTACT

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ABOUT ME

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

Key Skills & Competencies

- Driving: 10/10
- Dedication: 10/10
- Analytical Thinker: 10/10
- Excellent Problem Solver: 10/10
- Communication: 10/10

Personal Information

- Age: 26 years
- Date of Birth: May 13, 1998
- Place of Birth: Nueva Ecija, Philippines
- Marital Status: Married
- Nationality: Filipino
- Sex: Male
- Languages: Tagalog, English

WORK EXPERIENCE

Doha View | 2023 – 2024

Key Responsibilities:

- Safely drove company vehicles, ensuring timely deliveries and pickups of documents, packages, and equipment to various locations.
- Delivered and collected important documents, correspondence, and goods between departments, clients, and suppliers, maintaining confidentiality and professionalism.
- Assisted with loading and unloading items, ensuring secure transport and handling of materials.
- Managed and planned daily routes efficiently to ensure timely deliveries and minimize delays.
- Conducted routine vehicle maintenance checks, ensuring the vehicle remained in good working condition and adhering to safety protocols.
- Recorded and reported all mileage, fuel usage, and maintenance activities to ensure accurate records.
- Ensured compliance with traffic regulations, company policies, and safety standards at all times

Air Conditioning Technician Cum Driver

ALDAR PROPERTIES | 2021 – 2023

Key Responsibilities:

- Performed all the duties of an Air Conditioning Technician (as described below) while also serving as the company's designated driver.
- Safely transported equipment, materials, and team members to various work sites as required.
- Managed scheduling and logistics of vehicle maintenance, ensuring timely servicing and safety checks.
- Assisted in installation, repair, and routine maintenance of air conditioning systems, troubleshooting issues, and ensuring optimal functionality.
- Transported and delivered air conditioning parts and tools to job sites, ensuring proper care and handling of fragile components.
- Maintained accurate records for both air conditioning repairs and transportation duties, ensuring compliance with safety and operational protocols.
- Coordinated with the team to ensure efficient scheduling and timely execution of service appointments.

Air Conditioning Technician

2017 – 2021

Key Responsibilities:

- Managed inventory of air conditioning equipment, tools, and spare parts to ensure timely availability for repairs and maintenance tasks.
- Reviewed and checked technician job reports after work completion to ensure high standards of service.
- Developed repair plans and schedules to ensure efficient and timely completion of repairs.
- Diagnosed and repaired air conditioning systems, including replacing switches, relays, fan motors, thermostats, and filters.
- Lubricated fan motors, adjusted controls, and inspected belts for wear and tear.
- Resolved issues such as noisy bearings, clogged air lines, and refrigerant leaks.
- Assisted in repairing heating systems by adjusting controls, cleaning and repairing water leaks, steam coils, and air dampers.
- Conducted regular inspections of AC systems to detect any potential defects or malfunctions.
- Installed and tested new air conditioning units for proper operation.
- Performed disassembly, repair, and reassembly of malfunctioning units to restore them to operational condition.

Part-Time Sales Agent

Key Responsibilities:

- Assisted clients in identifying suitable properties based on their needs, preferences, and budget.
- Supported customers through the contract signing process, ensuring all necessary paperwork was completed and payments were processed accurately.
- Provided guidance and assistance to customers during the move-in process, addressing any issues and ensuring a smooth transition.
- Followed up with clients and prospects to maintain relationships and ensure customer satisfaction.

Merchandiser

Biotec-Farm Agriculture Industry | 2016 – 2017

Location: Philippines

Key Responsibilities:

- Maintained cleanliness and organization of the warehouse, ensuring a safe working environment.
- Monitored product shelf life by checking the production and expiration dates of all goods to ensure quality standards.
- Ensured all warehouse equipment was properly cleaned and maintained to meet safety standards.
- Sorted, organized, and labeled inventory, ensuring easy access and accurate stock management.
- Received and inspected incoming goods, verifying them against purchase orders and quality standards.
- Prepared customer orders for shipment, ensuring accuracy and timely delivery.
- Verified that goods and items ordered by customers were correct, minimizing errors in shipments.
- Documented and reported any defects or discrepancies encountered during the inspection of goods.
- Maintained detailed inspection records for future reference and quality assurance purposes.
- Coordinated the movement of inventory and materials across various facilities to ensure smooth operations.
- Accurately packaged and labeled items for shipping to meet customer requirements and regulatory standards.
- Processed and cleared customer orders for shipment, ensuring timely dispatch and customer satisfaction.

Qualifications

- **Transferable Visa:** Eligible to work in Qatar with the flexibility to transfer to a new employer.
- **Manual & Automatic Qatar Driver's License:** Valid Qatar driver's license, with excellent driving experience and knowledge of local traffic regulations.
- **Available to Join Immediately:** Ready to start work without delay