

# Eric E. Ponce

Seeking for a permanent position of a driver or any for your reputed company where I can use my excellent skills to give better service.



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## EXPERIENCE

### TMS Traffic Management Solution, Doha, Qatar

#### *Delivery and Messenger*

February 8, 2020 to Present

- Pick and carry messages, document, packages and other items between offices or departments with the establishments
- Decode information, such as items received and delivered
- Sort items to be delivered according to the delivery note
- Check with the home office after completed deliveries
- Perform routine maintenance on a delivery vehicle such as monitoring fluid levels and replenishing fuel
- Assist in general office work - filing, photocopying and preparing press packs. Provides efficient support to the office staff extending effective interdepartmental communication ensuring smooth functioning.

### Karisma International, Doha, Qatar

#### *Delivery and Messenger*

April 26, 2016 - August 20, 2020

- Pick and carry messages, document, packages and other items between offices or departments with the establishments
- Decode information, such as items received and delivered
- Sort items to be delivered according to the delivery note
- Check with the home office after completed deliveries
- Perform routine maintenance on a delivery vehicle such as monitoring fluid levels and replenishing fuel

### Mawarid Pizza Hut, Riyadh Saudi Arabia

#### *Delivery Driver*

November 2013- November 2015

- Able to drive a vehicle safely and properly
- Able to read and understand written instruction route direction

## Personal Information

**Birthday:** Nov 29, 1977

**Age:**

**Height:** 65 Cm

**Weight:** 128 lbs

**Nationality:** Filipino

**Religion:** Catholic

**Permanent Address:** Tubli  
Tigbawan, Maasin City

and records

- Follow route and time schedule

## **Almana & Partners, Doha Qatar**

### ***Delivery Driver***

August 2005 - May 2012

- Drive vehicles to designated destination for customers to produce deliveries
- Drive safely and deliver product within deadlines
- Analyze delivery address determine appropriate routes and maintain the schedule.
- Collect payments and complete logs and reports.

## **Northern Island Corporation Incorporated / Forklift Operator**

3D Appliances

April 2000 - April 2001, Libis, Pasig

- Obtains copy of production schedule or shipping order and transports material or equipment to and from designated areas in the facility
- Loading and unloading goods from vehicles such as trucks or aircraft
- Moving goods packed on pallets or in crates around the storage facility
- Stacking goods in the correct storage bays, following inventory control instructions
- Checking loads are secure
- Stacking empty pallets
- Performing daily equipment checks such as recharging the truck's battery and lubricating equipment
- Removing machine attachments and waste material from machines
- Examining products to verify conformance to quality standards
- Dumping materials into machine hoppers
- Drive safely and deliver product within deadlines
- Analyze delivery address determine appropriate routes and maintain schedule.
- Collect payments and complete logs and reports.

## **(SM Department Store)Supplies Station / Stock Clerk**

April 1998- September 1998, Palanca St. Quiapo Manila

- Accept delivered packages and ensure proper amount is inside.
- Unload merchandise.

- Mark items with identifying codes, such as price, stock, or inventory control codes.
- Stock shelves with unpacked items.
- Ensure label is clear and visible.
- Help customers fill orders.
- Complete customers mail, Web, and phone orders by retrieving the ordered merchandise.
- Compute price of merchandise.
- Keep records of sale.
- Prepare merchandise for shipment.
- Replenish inventory.
- Ensure customer received product.
- Replace damaged or missing products.
- Operate forklift to lift or place merchandise.
- Work with salespeople on inventory and orders.

## **Sultan Center, Kuwait**

### ***Cleaner***

Employee number: 2393

October 2, 2002 - July 31, 2003

- Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning, etc)
- Performing and documenting routine inspection and maintenance activities
- Carry out heavy cleaning tasks and special projects

## **EDUCATION**

### **SLSCU Southern Leyte State College University/ Automotive**

2 Years Vocational Course, Sugod Southern Leyte, Philippines