

ISMAEL MUSA ZIPAGAN

Filipino, Male, 38 yrs. old, Married

Freelance Driver

Doha, Qatar

T: +974 55662305 Email: imzipagan02@gmail.com

**PERSONAL SUMMARY:**

Extremely motivated and passionate in whatever I choose to do. I am dedicated to meet the expectations of my employer and the requirements of my clients & subordinates. I can easily adapt to my working environment and being able to build a good relation with my colleagues and subordinates. As a committed team-player I am fully coachable, trainable and willing to follow a proven sales process. Right now I am looking for a suitable position with a company that offers a stable work environment, and an unmatched opportunity for growth and advancement.

WORK EXPERIENCE:

Company: SYDNEY limousine (Qatar)
Position : Supervisor/dispatcher
Duration: Started on October 10,2016-2021

Duties and Responsibilities:

- Assisting the customers to the designated area/car
- Prioritizing the safeness of the passengers and its belongings.
- Helping the management to supervise the operation and avoid complaints from the passengers.
- Monitoring and checking car problems and maintenance.

Company: AREEJ DAIRIES (Bahrain)
Position: Machine Operator
Duration: May 2015 – June 2016

Duties and Responsibilities:

- set up machines before work shift to ensure proper working order
- perform testing procedures to ensure that machines work optimally during the production procedures
- maintain and clean machines before and after production
- monitor machines during every procedure to endure optimum running
- troubleshoot/fix problems during machine operation
- ensure that machines are producing quality products by managing the the machine and the machine to periodic checks on output

Company: MARTHINA PAULA CATERING SERVICES

Position: WAITER/FOOD SERVER

Duration: July 2013 – Mar 2015

Duties and Responsibilities:

- Greet customers and seat them according to their preferences.
- Offer welcome drinks and beverages.
- Ensure order quality and quantity prior to serving.
- Deliver food carts to designated areas.
- Clear table and clean table tops.
- Ensure that all tables replenished with eating dishes.

Company: SM Supermarket - Marikina

Position: Storekeeper/Merchandiser/Salesman

Duration: Jan 2012 - June 2013

Duties and Responsibilities:

- 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.
- 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.

Company: Roosevelt Chemical

Position: Factory Worker

Duration: June 2011 - Nov. 2011

Duties and Responsibilities:

- Set up machines before work shift to ensure proper working order

- Perform testing procedures to ensure that machines work optimally during the production procedures
- Ensure that machines are producing quality products by managing periodic checks on output

Company: Universal Robina Corp.

Position: Forklift Operator

Duration: May 2009 - Oct. 2009

Duties and Responsibilities:

- Operate forklift to lift or place stocks that is unreachable

ACADEMIC QUALIFICATIONS:

Marikina Polytechnic College

CIVIL TECHNOLOGY

2006 - 2007

ACHIEVEMENTS / HONORS:

Certificate in AUTO CAD

References Available Upon Request.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.