 **GLENN V. VENTURA**

**ADDRESS AND CONTACTS**

**Address :** 2386 Lansones St. Macamot Binangonan Rizal

**Email :** venturaglenn409@gmail.com

**Mobile :** +63 9771563958

**PARTICULARS**

Age: 46 years old Nationality:Filipino MaritalStatus: Married

Dateof Birth:March 16,1978 Gender:Male

**OBJECTIVES**

To be able to work in company with competence and diligence. I am a fast learner, responsible, hardworking and dependable worker searching for a position where I can continue to grow and develop my skills.

**SUMMARY**

Professional Driver/Owner-Operator possessing excellent customer service skills with demonstrated ability in de-escalation. Proven multi-tasker, team player, and a continuous learner. Reliable, punctual, and professional at all times. Ability to be professional at all times and deal with customers in a professional manner. Easily adaptable to changing environments with the ability to implement changes immediately. Clean driving record and able to pass a background check.

**EDUCATION**

2000-2001 Binangonan Catholic High School Binangonan, Rizal **Secondary Level**

1990-1991 Binangonan Elementary School Binangonan, Rizal **Primary Level**

**WORK EXPERIENCE**

**September 1, 2022 upto Present** **Mayor’s Office Binangonan, Rizal Philippines**

**Driver**

* Transporting staff/officers utilizing government vehicles in a safe and professional
* Maintaining a professional image and attitude in regards to Government Official and coworkers.
* Collecting important documents from different local agencies
* Completing a daily vehicle pre-trip and post trip inspection, and maintaining vehicle cleanliness
* Sending accurately complete activity logs vehicle reports.
* Performing all duties as assigned by all points assisted transportation

**November 14, 2021 upto** **Value Medical Complex** **Doha, Qatar Driver**

* Transporting staff and doctor utilizing company vehicles in a safe and professional manner.
* Maintaining a professional image and attitude in regards to Doctors, client and co-workers.
* Completing a daily vehicle pre-trip and post trip inspection, and maintaining vehicle cleanliness
* Sending accurately complete activity logs vehicle reports.
* Performing all duties as assigned by all points assisted transportation.

**December 09, 2019 upto October 2021** **Chedid Insurance Company** **Doha, Qatar Driver**

* Checking scheduled and anticipated deliveries before each shift begins.
* Deposit the daily collection cheque/money in the designated bank
* Collectpayments,document amount,and offer receiptswhen necessary
* Fetching, checking, and signing for cheques/contracts to the respective collection points.
* Devising and choosing the most effective routes.
* Transporting items to drop-off points.
* Ensuring that myselfand therecipient sign all relevant documentation upon delivery

**November 18, 2017 upto December 8, 2018** **Infinity Limousine** **Doha, Qatar Independent Uber Driver**

· Day to day Pick-up and Drop-off of passengers from to any point in Qatar.

**January 2011- upto March 1, 2017** **Oryx Rotana Hotel** **Doha, Qatar**

**Valet Parker**

* Provides updated information pertaining to the hotel and local area.
* Providetheutmostinguest servicebyadhering totheService Excellence standards.
* Tag keys for valet parked vehicles appropriately.
* Parks and retrieves valet parked vehicles.
* Assistswith loadingandunloading luggagefrom guestvehicles, taxis,busses,andairport shuttles.
* Assists guests with transportation arrangements, including hailing taxis and airport shuttles, and buses.

**July2006 –January 2017** **The Mabuhay Manor Hotel** **Pasay, City Phillipines**

**Hotel & Airport Transport Service Representative**

* Receiving/pick-up the guest at the airport and bring them to the hotel.
* Driving/Assist the guest on places they want to go.
* Assist guests getting in and out of vehicles.
* Assist guests with luggage and packages, as well as operate a handicap lift and assist guests with disabilities.
* Notify the manager of any servicing the vehicle may require, such as oil changes, tires, cleaning, and general maintenance.
* Maintain a professional appearance.
* Perform other duties as assigned.
* Provides good quality customer service.

**March 2004 –May 2005** **DeltaDistribution Co.** **Manggahan Pasig, City JuniorSalesman/Driver/Merchandiser**

▪ In-chargeofproductdistribution totie-upestablishment.

**March 2001 – July 2001**

**Driver/Clerk**

**Quest Shipping & Petroleum Services Adriatico, Manila**

* Records fuel consumption of all vehicles.
* Recordsdeliveriesand distribution.
* Maintain record of vehicle spare parts.

**Languages** EnglishandTagalog

**Skills**

Driving, Computer Literate

**References**

Mr. Marlito Esguera

Administrative Officer – Kabayan Hotel Truck line: (632) 891-7879

Mobile: +639165742978

Mr. Jofel Castro

Meet & Greet Manager – Mabuhay Manor Hotel Truckline: (632) 891-7879 Mobile:+639295033752

Mrs. Mackglen Ventura Assistant Manager Oryx Rotana Hotel

Mobile: +974 33688 980