



NAJEEB JAY TOMAS

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Address: Doha, Qatar

DOB: 29 July 1994

Marital Status: Married

NATIONALITY: FILIPINO

OBJECTIVE To be part of company that indulges professional growth which provides challenging and rewarding career while allowing me to utilize my skills, knowledge and experience and ability to work well with other people.

Work Experiences

AUTO MECHANIC | Redline Motorworks Garage – Al Khor, Qatar (May 2025 –Present)

- Working with the Chief Mechanic to diagnose and repair the mechanical and electrical components of vehicles.
- Perform oil changes, Brake repair, tire rotations, auto air conditioning, wheel alignment, wheel balancing and other routine services.
- Assist and perform overhauling and engine repair.
- Performs related duties similar to the above in scope and function as required.

BUS DRIVER AND MECHANIC | JDA TOURS - Quirino, Philippines (5 YEARS)

- Pick up and drop off passengers/tours at designated locations.
- Perform preventive maintenance to ensure vehicle reliability and reduce breakdowns.
- Ensure compliance with traffic laws, company policies, and safety regulations.
- Respond professionally to passenger inquiries and resolve any issues promptly.

COMPANY BUS DRIVER | COMPASS Training Center Incorporated - Manila, Philippines (1 YEAR)

- Safely transporting company staff and trainees to the designated locations.
- Assist with the loading and offloading of staff luggage and training materials.
- Keeping the company vehicle clean and properly maintained by performing regular washing, cleaning, and vehicle maintenance.
- Ensure compliance with company policies, and safety regulations.
- Assist Trainor's to prepare the training facility

AUTO/CAR MECHANIC | GRAYSTAR TRANSPORT SERVICES – Quezon City, Philippines (5 YEARS)

- Working with the mechanic to diagnose and repair the mechanical and electrical components of vehicles.
- Perform oil changes, brake inspections, tire rotations, auto air conditioning and other routine services.
- Perform overhauling and engine repair.
- Perform test drive, inspections, and other diagnostic tests on vehicles to identify where problems exist and determine which parts need to be repaired or replaced.
- Performs related duties similar to the above in scope and function as required

Trainings Certificate

RAC SERVING (DomRac) | Technical Education and Skills Development Authority

National Certificate II - Certificate No.: 15023102013563

DRIVING National Certificate III | Technical Educational and Skills Development Authority (TESDA)

Certificate No.: 15025703001130

SHIPS CATERING SERVICES(MESSMAN) | Competent Maritime Professionals and Sea Staff

National Certificate I - Certificate No.: NC-I-009-AM-201985

SECURITY AWARENESS TRAINING AND SEAFARERS WITH DESIGNATED. SECURITY DUTIES

Competent Maritime Professionals and Sea Staff

National Certificate I - Certificate No.: STSDSD(NW)-039-20200558

Highlight SKILLS:

- Automotive Systems Knowledge
- Knowledge in car air conditioning
- Diagnostic & Repair Skills
- Proficiency with Tools & Equipment
- Strong driving record and navigation
- Customer service and good communication
- Efficiency and time-management
- Attention to Detail
- Fast learner and adaptability
- Organizational Skills
- Kitchen Management
- Cooking & Serving

Languages

- ✓ Filipino
- ✓ English

Education Background

SEAFARERS RATING COURSE ENGINE

PHILIPPINE MARITIME INSTITUTE
COLLEGES

73 Roosevelt Ave., SFD, Quezon City
YEAR 2011- 2012

DORGANDA HIGH SCHOOL

Laog, San Agustin, Isabela
YEAR 2006-2010

I hereby certify the above information is true and correct to the best of my knowledge and beliefs.

Diploma & Training Certificates will be provided upon request

Signature & Date