

**KIMBERLY JOYCE
D. DE LEON**

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09071349724 📱

Malimpin Dasol, Pangasinan 2411 📍

I am interested in the Driver position. The requirements closely match my experience. Hereby, I have enclosed my resume to provide detailed information on my qualifications and skills for your review.

Throughout my Driver career, I have undertaken various important responsibilities with utmost sincerity. Ability to follow all safety regulations and keep the vehicles in great working condition. I acquired the following skills after my experience.

Experience in Safe Transport of Goods and Passengers.

Efficient Fuel Management and Vehicles Care

Route Planning and Navigation.

Good interpersonal skills and communication skills.

Ability to maintain good client relationships.

Hard work and Dedication.

With an urge to work both independently and well, in a team; I am positioned to exceed your expectations. I would look forward to get an opportunity to meet with you to discuss my candidacy in more details. I thank you very much for your time and consideration.

Yours sincerely,



KIMBERLY JOYCE D. DE LEON

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OBJECTIVE

To enhance my experience skills, capabilities and knowledge in an company which recognizes the value of hard work and trusts me with responsibilities and challenges.



EXPERIENCE

DOHA, QATAR

2018 - 2024

PERSONAL DRIVER

Safely and timely drive my employer around at any time wether it is late night or on the weekends.

Carrying the goods that i need to deliver in any places in Qatar.

Perform vehicle inspections at the beginning of everyday to determine when maintenance is required.

Maintaine the cleanliness of the vehicles.

BARLO TECHNICAL INSTITUTE TRAINING AND ASSESSMENT CENTER INC. PANGASINAN. PHILIPPINES

2016 - 2018

TESDA SCHOOL ADMIN/ ASSISTANT INSTRUCTOR

Check of materials

Encoding materials.

Create written and visual training materials used to guild trainees.

Create schedules and training timebles.

Inventory of the materials.

CSS MANPOWER SERVICES, NOVALICHES, PHILIPPINES

2015 - 2016

CASHIER

Responsible for processing cash, debit, credit card and check transaction using cash register.

Include balancing the cash register, making change recording purchases,processing returns and scanning items.

CSI ALAMINOS, PANGASINAN PHILIPPINES

2013 - 2015

SALES CLECK

Greets customers ring up their purchases ensure that they found what they are looking and promotes sale items and other relevants products.

Inventory of the product purchase items and checks the delivery reciepts correctly.



EDUCATION

UNIVERSITY OF PANGASINAN, PHILIPPINES

2012

BS COMPUTER ENGINEERING

2 years (College Level)

MALIMPIN NATIONAL HIGH SCHOOL

2010

HIGH SCHOOL



CONTACT

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SKILLS

Defensive Driving Skills

Punctual and Reliable in Transportation Duties

Strong Knowledge of Traffic Rules and Safety Regulation

Efficiency and Time Management

Computer Literate

Detail-Oriented

Good costumer Service



ACHIEVEMENTS & AWARDS

BASIC COMPUTER TRAINING

RICE MACHINERY AND EQUIPMENT NC II

ON-HIGHWAY DUMPTRUCK NC II

HYDROLIC EXCAVATOR NC II



LANGUAGES

Speak- English, Tagalog

Read- English, Tagalog

Write- English, Tagalog



PERSONAL DETAILS

Date of Birth : March 17, 1994

Marital Status : Single

Nationality : Filipino

Gender : Women

KIMBERLY JOYCE D. DE LEON