

# Dennis Israel

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## PROFESSIONAL SUMMARY

Dedicated and detail-oriented professional with a strong background in driving instruction, administrative support, and inventory management. Holding a professional driver's license A and B, I bring expertise in operating various vehicles, including manual and automatic transmissions. My skills include creating tailored driving lessons and ensuring road safety.

## CORE SKILLS AND ABILITIES

Advanced Driving Skills  
Clerical and Administrative Support  
Road Navigation and Safety  
Computer Skills

## PROFESSIONAL EXPERIENCE

### Driving Instructor / Admin Officer

Eves Driving School, Quezon City, Philippines

June 2021 – January 8, 2025

- Conducted driving lessons, ensuring compliance with LTO guidelines and improving student driving skills.
- Taught safe and defensive driving techniques, boosting student confidence.
- Performed ocular visits to assess driving conditions and ensure optimal learning environments.
- Responded promptly to inquiries, providing clear information to prospective students.
- Managed student data entry for the TDC program, ensuring accuracy and timeliness.
- Procured and checked supplies for the TDC medical caravan.

### Driving Instructor

Dalla Driving Academy, Doha, Qatar

November 2018 – November 2020

- Developed customized lessons to improve student skills and confidence.
- Instructed on vehicle parts, functions, and road regulations to ensure comprehensive understanding.
- Guided students through driver's test preparations, achieving high pass rates.
- Fostered safe driving practices and responsible road behavior.

### Property Custodian

Blue Mica Inc. II - Chill Hotel Caloocan, Philippines

December 2017 – November 2018

- Monitored daily reports and managed guest, F&B, and housekeeping supplies.
- Conducted monthly inventory checks, maintaining accurate records of linens, utensils, and office supplies.
- Generated purchase orders for F&B and other supplies, ensuring timely procurement.
- Classified receiving reports to streamline documentation and inventory management.

**Inventory Clerk**

JBW Floor Center, Quezon City, Philippines

June 2016 – March 2017

- Processed and verified purchase orders to ensure accuracy.
- Conducted physical stock counts, identified discrepancies, and improved inventory accuracy.
- Assisted clients in the showroom, enhancing customer satisfaction and sales.

**Budget Staff**

City Government of Malabon, Malabon City, Philippines

May 2008 – June 2016

- Compiled monthly reports on appropriations, obligations, and payroll.
- Assisted in preparing the city's annual budget.
- Processed and recorded obligation slips for various departments.
- Maintained computer hardware and software to ensure operational efficiency.
- Supported administrative tasks, including handling calls and inquiries.

**SEMINARS**

- Disaster Risk Assessment, Validation, Review, and Evaluation (May 2015)
- LGU and Barangay Budget Process (December 2014)
- CCA and DRRM Budget Monitoring (August 2013)
- Budget Operations Manual for Barangays (June 2009)

**EDUCATION**

Bachelor of Science in Computer Science

STI College Caloocan, Philippines — March 2008