



Ruel R. Baldecañas

UAE DRIVING LICENSE : 1232626 - NO.3.5

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CARRER OBJECTIVES

To utilize my skills and enhance my experience. To contribute to the company's success through exceptional work and service. To become an employee who is competitive and responsible enough in the pursuit of new things, that is generate towards the growth and development of the company.

QUALIFICATIONS:

- Excellent customer service skills.
- Always enthusiastic and positive.
- Persistence, Creative, Meticulous & Trustworthy
- Strong command of English and ability to communicate effectively.
- Able to drive and operate any type of vehicle (Motor, trucks, buses, etc.)
- Clean driving record (driver's abstract required).
- Fast learner, self motivated, with high degree of attention and commitment
- To work & can easily adapt to working environment
- Capable of performing multitask and can work Under pressure.
- Establish personal goals and highly motivated, to achieve targets.
- Experienced in troubleshooting / Repairing any type of vehicles.
- UAE Driver's License Number 3 & 5

PREPARED POSITION

- Driver
- Airport Representative
- Receptionist
- Hotel Representative
- Excursion City Tour
- Machine, Forklift & Truck operator
- Tour guide
- Any other position suit for my Qualifications.

PROVEN JOB ROLE

Position: Airport Representative
Desert Adventures Tourism LLC Al Barsha Boutique Building
3rd floor Al Barsha 1, P.O. Box 25488 Dubai UAE

September 2016 to Present

CARRER PROGRESSION

Position: EXCUTION TOURIST CHOFFER cum TOURGUIDE November 2012 to August 2016
Desert Adventures Tourism LLC; Al Barsha 1 Dubai

Duties and Responsibilities:

- Resolving any conflict with or between clients
- Establishing and maintaining relationships with local hoteliers apartment owners
- Accompanying customers on excursions and acting as a guide
- Checking hotel standards and safety procedures. Completing
- Keeping basic accounts and records and writing reports.
- Handling client issues such as lost luggage or passports
Problems with rooms and health problems injuries

Position: TRANSFER ASSISTANT CHOFFER October 2010 to November 2012
Desert Adventures Tourism LLC ; Al Barsha 1 Dubai

Duties and Responsibilities:

- Transferring customers to hotel from the airport vice versa
- Making sure that the guests are booking into their accommodation
- Keeping guests occupied at the airport if there are any outgoing delays
- Accompanying guests on day and night excursions

Position: DRIVER CAM AIRPORT REPRESENTATIVE July 2009 to October 2010
Flora Grand Hotel 4 star **** Al Rigga Road Dubai

Duties and Responsibilities:

- Provides a communication link between customers and staff
- Keeps the assigned vehicle(s) clean inside and outside
- Operates assigned vehicle in a safe and courteous manner
- Transferring customers to hotel and from the airport vice versa

Position: SERVICE DRIVER June 2007 – October 2008
Legend Star Wedding Organizer, Al Karama Dubai

Duties and Responsibilities:

- Transport staff from office/accommodation to hotel and vice versa
- Maintain service vehicle/s in good condition
- Assist any other transportation services required by company

Position: FORKLIFT OPERATOR June 2004 – September 2006
Alpha Beta Com Ltd., Taoyuen Shien, Taiwan, ROC

Duties and Responsibilities:

- May be assigned to receiving, shipping, storage or issue areas
- Conveys materials from storage or work sites to designated areas
- Stacks or assembles materials into bundles and bands bundles together
- Perform all other position-related duties as assigned or requested
- Reads work order or follows oral instructions to ascertain materials or containers to be moved
- Lifts objects by hand or with power hoist, and cleans work area, machines, and equipment to assist machine operators

Position: DRIVER / TRUCK OPERATOR

February 2002 – February 2004

Mich- Cell Motors Banaba, Padre Garcia, Batangas, Philippines

Duties and Responsibilities:

- Prepare daily Service Orders
 - Build and maintain customer relationships
 - Protect customer documents from loss, damage, or unauthorized access
 - Perform regular preventative maintenance of truck and shredding equipment
 - Observe and adhere to company safety policies and procedures
- Assists with off-site shredding as required

TRAININGS ATTAINED

Course: ENGINE CADET

School: William Lines, Inc.

Course: RESERVED OFFICER TRAINING CADET (R.O.T.C)

3RD Class Mid-Ship Man / Chief Pity Officer – Naval Reserved

School: Namei Polytechnic Institute, Philippines

Course: FORKLIFT OPERATOR TRADE TEST

School: Executive Technical Consultants Trade Test & Training Center, Manila, Philippines

Course: PERSONAL SAFETY AND SOCIAL RESPONSIBILITY

School: The Maritime Training Center of the Philippines

Course: SAFETY OF LIFE AT SEA (SOLAS)

School: The Maritime Training Center of the Philippines

- Medical Emergence – Basic Training
- Personal Survival
- Fire Fighting

EDUCATION

Course: Certificate in Marine Engineering

SY 1995 - 1998

Namei Polytechnic Institute, Mandaluyong City, Philippines

PERSONAL DETAILS

Birthday : March 18, 1978
Religion : Catholic
Citizenship : Filipino (Tagalog)
Language : English and basic Chinese (Mandarin) and Arabic

Ruel Rosos Baldecanas