

Ron-Ron D. Galletes

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Manual Driving license No.: 171570



Career Objective:

- To secure a challenging position in reputable organization to expand my learnings, knowledge and skills.
- Secure a responsible career opportunity to fully utilize my training and my skills while making a significant contribution to the success of the company.

Work Experience:

SECOND HOME PROPERTIES BROKER

Position: Company Driver

Duration: May 1, 2021, to Present

Duties and Responsibilities:

- Collect payments and issue receipts
- Determine the most efficient route to destinations to ensure timely delivery.
- Schedule regular car service appointments and report any issues
- Pick up clients from the place and at the time they've requested
- Fulfill administrative needs, like office pickups, deposit in the bank, collecting documents etc.
- Ensure that the vehicle is always fueled and ready for use.
- Arrange the vehicles, repairs as needed
- Ensure timely conveyance of staff and materials to and from places as instructed by supervisor or the manager
- Perform periodic maintenance on vehicles, such as changing batteries and motor oil at appropriate time
- Pay tolls and other fundamental vehicle demand
- Perform daily inspections on all assigned vehicles, at the beginning of each shift.

Work Experience:

DNATA/EMIRATES GROUP

Position: Equipment Operator

Duration: March 05,2017 to January 28,2021

Duties and Responsibilities:

- Experience driving equipment such as tractor, conveyor belt, transporters are preferred
- Responsible for loading and offloading activities safety
- Follow safety rules all the time
- Check air craft doors to avoid any damage when loading and offloading
- Follow the instructions of the supervisor and inform the supervisor of any problems
- Provide assistance for Pushback / tow operation.
- Make sure aircraft structure is clear from any barrier to avoid any ground crash

Work Experience:

ARC International Middle East

Position: General Maintenance

Duration: July 17, 2016 – January 2017

- Check all the condition of all running equipment's such as compressors, vacuum, blowers, conveyors, chiller & cooling tower.
- Maintain all the energy supply and prevent in leaking such as Gas, Oil, Diesel, Oxygen, Acetylene & Air.
- Perform maintenance on hydraulic equipment

Work Experience:

RAK Ceramics

Position : General Mechanic

Duration : December 2012 – June 2016

Duties and Responsibilities:

- Check equipment and operating systems and correct wherever necessary.
- Ensure mechanical operations, standards and controls are maintained at high quality.
- Resolve motor, pump, conveyor and hydraulic problems.
- Ensure high level technical support to lower-level technicians.
- Show expertise in working with team and independently.
- Comply with company safety guidelines and procedures.
- Repair and perform preventive maintenance as per established standards.

Work Experience:

House Technology Industries

Position: Forklift Maintenance

Duration: August 21, 2010-February 07,2012

Duties and Responsibilities:

- Perform routine and anticipatory maintenance and repair of vehicles and equipment
- Clean and maintain vehicles
- Troubleshoot and repair all types of problems
- Ensure all safety systems are in check before performing any procedure
- Make sure the side-shifter moves smoothly and allows lateral placement of the weights without repositioning the forklift
- Check the functioning of the hydraulic motor and its capacity to lift and sustain weights
- Verify the efficiency of both control panels that facilitate the function of lifting objects and maneuvering the vehicle.

On the Job – Training:

Position: Assistant Mechanic

Duration: December 2009-February 2010

Duties and Responsibilities:

- Assistance to senior mechanics in diagnosing and repairing of the vehicles
- To manage the tasks of rewiring the ignition systems, lights and instrumental panel
- Checking tires, lubricating plugs, and changing air filters
- Replacing and repairing parts like: - gears, pistons, bearing, rods and valves
- Manage the tasks like filling the dents, welding the broken parts

Skills:

- Skilled in driving various types of vehicles
- Strict follower of traffic rules
- Competent at operating and repairing the forklift and other allied equipment
- Knowledge of the safety measures and quality standards for using heavy equipment
- Skilled at identifying and rectifying the technical faults and defective parts
- Ability to sustain the fast-paced environment and work under tight deadlines
- Possess high physical and mental fitness strength and endurance levels.
- Skilled in driving various types of vehicles
- Strict follower of all the traffic rules
- Ability to deliver the goods or the equipment on time

Educational Background:

Tertiary Level: Cagayan Colleges Tuguegarao /
University of Cagayan Valley 10'
Bachelor of Science in Industrial Technology
Major in Automotive "2006-2010"

Secondary Level: Gadu National High School
Gadu Solana Cagayan "2004-2006"

Elementary Level: Bantay Solana Elementary School
Bantay Solana Cagayan

Personal Background:

Date of Birth: December 27, 1988

Age: 33

Status: Married

Nationality: Filipino

Religion: Roman Catholic

Visa Status: Tourist Visa

I hereby declared that the above furnished information is true and correct through my belief and my knowledge.

Ron-ron D. Galletes

(Applicant)