

November 5 2019 to October 8, 2022

Home Credit Phils

Field Officer

7th Flr SPARKS Bldg P. Tuazon cor 10th Ave Cubao Q.C

Responsibilities: Skip tracing, and delivering demand letters, notices, and statements of accounts. Talk to the client about their past due date in a nice way to convince them to pay their borrow. Collecting Payment Past due and Outstanding Balance

September 9, 2019 to November

Summit Collection & Allied Services Inc.

Field Officer

301 Summit Tower Bldg. Shaw Blvd Mandaluyong

Responsibilities: Skip tracing, and delivering demand letters, notices, and statements of accounts. Talk to the client about their past due date in a nice way to convince them to pay their borrow. Collecting Payment Past due and Outstanding Balance

April 9, 2019 to July 17, 2019

Fine Interiors trading and Manufacturing Inc

Driver

Geomax Compound Arayalant, Caloocan City

Responsibilities: Deliver the product to the customer; Take care the truck, always check the oil, water, brake fluid, tires and batteries. Always clean the vehicle and check the running condition.

August 28, 2017 to February 15, 2019

City of Caloocan (Job order)

Driver

detailed at school division office

10th ave. cor. sevilla st. Caloocan City

Responsibilities: drives for the assistant school division superintendent most of the time during trips to different places and provinces, meetings and seminar. Maintain and cleanliness of the car

February 6, 2017 to June 19, 2017

Pandayan Bookshop Inc.

Company Driver

783 IRC compound Valenzuela

Responsibilities: Deliver school supplies to the store; Check the Cargo List, and receipt and make sure it will tally the goods to the cargo list; Take care of the truck always check the oil, water, brakefluid, tires, and batteries. Always clean the vehicle and check the running condition.

August 8, 2016 to February 4, 2017

10 Daliri COOP. (Pandayan Bookshop)

Company Driver

783 IRC compound Valenzuela

Responsibilities: Deliver school supplies to the store; Check the Cargo List, and receipt and make sure it will tally the goods to the cargo list; Take care of the truck always check the oil, water, brakefluid, tires, and batteries. Always clean the vehicle and check the running condition.

January 15, 2016 to August 2, 2016

Armored Driver (Armored Transport Plus Inc)

ELU Security and Investigation Agency

5th flr. Coher Center Bldg. 2 Quezon ave. Q.C

Responsibilities: Transport the teller safe and carefully from pick up point up to the bank also transport the teller from the cash hub to the designated ATM from time to time; Take care the Armored Truck always checks the oil, water, brake, fluid, tires, and batteries. Always clean the vehicle and check the running condition.

July 1, 2015 to January 9, 2016

Armored Driver

St. Clair Investigation and Security Agency

Road 7 Project 6 Quezon City

Responsibilities: Transport the teller safe and carefully from pick up point up to the bank also transport the teller from the cash hub to the designated ATM from time to time; Take care the Armored Truck always checks the oil, water, brake, fluid, tires, and batteries. Always clean the vehicle and check the running condition.

February 8, 2015 to June 22, 2015.

Driver

Hinoki Global Concept

#12 5th St. fortune 5 parada Valenzuela City

Responsibilities: Deliver the machine to the Customer, drive the Boss and their kids to school, Take care of the truck and SUV always check the oil, water, brake, fluid, tires, and batteries. Always clean the vehicle and check the running condition.

November 5, 2014 to February 7, 2015

Service Driver

Cicada management

Dianne bldg Rizal avenue Caloocan City

Responsibilities: Drive the Customer from the main gate going to the office; Take care of the servicevehicle and always check the oil, water, brake, fluid, tires, and batteries. Always clean the vehicle and check the running condition.

March 5, 2014 to August 23, 2014

Company Driver

Pandayan Bookshop Inc.

783 IRC compound Valenzuela

Responsibilities: Deliver school supplies to the store; Check the Cargo List, and receipt and make sure it will tally the goods to the cargo list; Take care of the truck always check the oil, water, brake, fluid, tires, and batteries. Always clean the vehicle and check the running condition.

October 17, 2012 to September 17, 2013

Company Driver

Golden Rock Manpower

A. Quiambao st. Maysan rd. Valenzuela City

Responsibilities: Drive the Sales Agent to their designated area and the client; Take care of the truck always check the oil, water, brake, fluid, tires, and batteries. Always clean the vehicle and check the running condition.

April 24, 2012 to August 4, 2012

Company Driver

Responsibilities: Deliver school supplies to the store; Check the Cargo List, and receipt and make sure it will tally the goods to the cargo list Take care of the truck always check the oil, water, brakefluid, tires, and batteries. Always clean the vehicle and check the running condition.

Pandayan Bookshop Inc.

783 IRC Compound Valenzuela

July 11, 2011 to December 9, 2011

Delivery Driver

Responsibilities: Deliver the product to the customer; Take care the truck, always check the oil, water, brake fluid, tires and batteries. Always clean the vehicle and check the running condition.

Panday Management Labor Consultancy

Metro gate Valenzuela

August 16, 2010 to February 5, 2011

Delivery Driver

Responsibilities: Deliver the product to the customer; Take care the truck, always check the oil, water, brake fluid, tires and batteries. Always clean the vehicle and check the running condition.

Monaco Manufacturing Corp.

6 Matutum Quezon City

April 20, 2009 to February 13, 2010

Delivery Driver

Responsibilities: Deliver the product to the customer; Take care the truck, always check the oil, water, brake fluid, tires and batteries. Always clean the vehicle and check the running condition.

Technoresins Inds. (Symanpro Manpower)

Yakal St. Pleasant view Bagbaguin Caloocan City

August 19, 2008 to February 19, 2009

Liaison Officer

Responsibilities: Performs other duties that may be assigned from time to time and notarize papers and assist and encode as requested. Pay the SSS and Taxes, follow up the Gov't permit. Collect the donation cash or in cane

Kabataan Inyong Dapat Suportahan

KIDS Foundation Inc.

241 A. Araneta Ave. Q.C

May 2, 2008 to August 15, 2008

Express Delivery

Responsibilities: Deliver parts and toner of copy machine on time; Performs other duties that may be assigned from time to time and notarize papers and sometimes perform collection to the customer.

Prestige Manpower (E copy sharp copier)

5837 Zobel Roxas St. Makati City

August 15, 2005 to November 30, 2007

Driver

Responsibilities: Take care the car always check the oil, water, brake fluid, tires and batteries. Always clean the vehicle and check the running condition.

Barangay Hall

Brgy 165 zone 15 Bagbaguin Caloocan City

November 4, 2004 to February 11 2005

Stock Preparator (forklift Optr.)

Responsibilities: prepare the product before the delivery time, ensure the quantity of the product tally in the delivery receipt. Arrange and file the product according to the FIFO.

Food Sphere Inc. (CDO)

560 West rd. Paso De Blas Valenzuela City

May 30, 2001 to July 21, 2001

Helper in Converting Section

Responsibilities: Helper in printing of the box. Feeding at the right size of the box in the feeder machine.

Mega Pack(corrugated box)

Plant 2 E sitio malinis Valenzuela City

November 10, 1999 to January 19, 2000

Kitchen Station

Responsibilities: clean and prepare the food and cook the food from time to time. Also, clean the area and sanitize, and assist the others to prepare the food and product.

Jollibee Foods Corp.

Makro Novaliches Quirino Hi-Way Q.C

Cel # **09193751945**
09772932150

Email : erth31_tm@yahoo.com
jovertnacisvalencia31@gmail.com

JOVERT G. NACISVALENCIA

Objective:

To be able to have a chance to be employed in your company and to enhance my working experience as good and globally competitive employee.

Personal Background:

Date of Birth: January 31, 1979

Citizenship: Filipino

Place of Birth: Manila

Sex: Male

Civil Status: Single

Height: 5'5

Family Background

Mother: Lolita G. Nacisvalencia

Father: Jovito F. Nacisvalencia

Spouse: Shirley P. Herrera

Children: Jovely H. Nacisvalencia

Educational Background

Tertiary

College Level
3rd year

AMA Computer College
Rd. 20 Project 8 Quezon City

Bachelor of Science in Computer Engineering

Secondary

1995-96

International Christian School
103 Gen. Luis St. Quezon City

Primary

1991-92

Holy Child Academy
London Drive Quezon City