

# ALJUNE A. JIMENEZ

## Profile

A very hardworking employee who goes beyond his responsibilities. I am flexible and always willing to learn with the thing that helps me grow. I worked in an Integrated Hotel for more than 10 years as a Company Driver, Shuttle (Bus), Guest, and Executive Driver in the Philippines. Passionate and determined in accomplishing task.

## Experience

AUG 2023- Present

### ● RD POLICARPIO HAULING SERVICES

Flammable Tanker Driver

- Refilling and delivering of oil products to the clients
- Loading and unloading the oil products
- Basic truck maintenance
- Preparing documents

2017 - 2023

### ● HANN CASINO RESORT

Office Assistant & Driver

- Assisting Managers and another employee's in the Executive office
- Driving HODs and Executive Staff
- Being in charge with the repair and maintenance of the vehicle

2012 - 2016

### ● CLARK IMPERIAL HOTEL

Company Driver/Bellboy

- Driving guests and hotel employees
- In charge with the repair and maintenance of vehicle
- Assisting guest with their concerns

## Language

- English
- Tagalog

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## EDUCATION

### HOTEL AND RESTAURANT MANAGEMENT

Negros Oriental State University  
2008 - 2010 under graduate

### CERTIFICATIONS

Red Cross First-aid training  
Fire Safety Training  
NCII - Barista

## SKILLS

- Navigating with Google maps and other mobile GPS system
- Basic Vehicle Maintenance
- Loading & Unloading
- Time Management
- Logistic Knowledge
- Safety and other procedures in driving
- Knowledge of state roads and highways
- High organized and efficient
- Driving 6 and 10 wheeler truck