

CARRICULAM VITAE

ROQUE D'MELLO

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Dubai – UAE



Apply for the Post of Office Driver cum PRO

Profile

A suitable with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encourage and permitted to be an active participant as well vital contribute on development of the company.

Key Skills

- Good people management skills
- Proficient in providing driving related training
- Good knowledge of basic heavy and light vehicle maintenance and repair & good knowledge of the latest technologies used in transportation vehicles.

Work Experience

Designation-Transportation Supervisor:

(Aug 2010-2018 at Standard Fabricators LLC Company Dubai-UAE)

- Handling of Vehicles Passing, renewal and servicing as well.
- Coordinating between different departments, providing available options for all shift timings, and creating a roster accordingly.
- Creating schedules and planning out a plan of action according to the architect's plan and materials availability.
- Providing daily reports to higher management for analysis.
- Tracking all the transportation vehicles through GPS for safety.
- Conducting training workshops on emergency first aid for the drivers and employees.
- Collecting the documents like Cheques receiving.
- Depositing and withdrawing cash/cheques in bank.
- Keeping records of all the drivers.

Designation-PRO:

(Feb 2018 to till date at Standard fabricators LLC Company Dubai - UAE)

- Update all document like passport renewal, visa renewal, vehicle renewal etc...
- Transport staff, products and materials securely to areas where they are needed.
- Ensure timely conveyance of staff and materials to and from places as instructed by supervisor or the manager.
- Guarantee that products and staff are protected and secured.
- Ensure that vehicles are kept perfect and clean at all times by washing both the inside and outside parts of the vehicle.
- Report any case of accident, injury or damage of vehicles to the supervisor or manager.
- Keep all records, including receipts for vehicle maintenance.

Designation-Office Assistant:

(Aug 2005 to July 2009 at Standard Fabricators LLC Company Dubai - UAE)

- Answer Phones and transfer to the appropriate staff member, take and distribute accurate messages.
- Greet public and clients and direct them to the correct staff member.
- Coordinate messenger and courier service.
- Monitor incoming emails and answer or forward as required, receive, sort and distribute incoming mail.
- Fax, scan and copy documents, maintain office filing and storage systems.
- Update and maintain databases such as mailing lists, contact lists and information retrieve information when requested, also update and maintain internal staff contact lists.
- Organize travel arrangement for staff, co-ordinate and organize appointments and meeting.
- Monitor and maintain office supplies.
- Perform work related as per requested such as going to the post office and bank.
- Keep office area cleanliness.

Education

- March-2000 Fr. Agnel Ashram, Verna(Goa-India)
Secondary School Education
- March 2002-Fr. Agnel Ashram, Verna (Goa-India)
Higher Secondary

Computer Skills

- Computer Course, (MS Word, Excel etc....)

Personal Information

- Name : Roque Antonio Conceicao D'mello
- Date of Birth : 31st Dec 1982
- Gender : Male
- Nationality : Indian
- Language Known : English, Hindi, Marati
- Marital Status : Single
- License Holder : Yes (No 3/5)
- Passport No : L 3880392
- Visa Status : Employment Visa

Declaration

I hereby certify that the above information are true and correct according to the best of my knowledge & my experience. If selected I assure that I would perform to the best of my abilities, early awaiting appositve response.

ROQUE D'MELLO