



MALOU YBARBIA SOLA

PRIVATE DRIVER

CONTACT

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malousimon9@gmail.com

Umm Suqeim 3, Dubai, UAE

EDUCATION

June, 1991

UNIVERSITY OF CEBU, CEBU
CITY, PHILIPPINES

- Bachelor of Science in
Information and Computer
Science

PERSONAL INFO

Visa Status : Employment Visa
Birth Date : October 12, 1973
Religion : Roman Catholic
Nationality : Filipino
Civil Status : Married
Driving License : Automatic

SKILLS

- Excellent Communication Skills
- Active approach towards work and can adjust according to situation
- Leadership, dedication, and commitment towards work
- Flexible
- Positive mindset and can work under pressure

LANGUAGES

- English (Fluent)
- Tagalog (Native)

OBJECTIVE

To be hired in a position that fit is my qualification and share my knowledge and expertise in the company's development and progress.

WORK EXPERIENCE

Sunset Hospitality

2023 - PRESENT

Driver for CEO

- Fetching and welcoming clients of the beginning of their trip.
- Loading and unloading clients' possessions, as required.
- Travelling via the most efficient routes, unless otherwise directed.
- Complying with road regulations at all times.
- Engaging in conversation or playing music, if suitable.
- Ensuring that clients' identities and conversations remain confidential.
- Apprising clients of local services that may be of use to them.
- Ensuring that the automobile remain clean and well maintained.

Omniclouds Computer System & Information

2021 - 2023

Follow Up Clerk / Driver

- Collecting documentation from various sources.
- Assessing, organizing and coding documentation.
- Creating and Updating files, and filing documentation in appropriate files.
- Destroying outdated files following protocol, or moving these to inactive storage.
- Scanning files regularly to ensure their correct positions and to search for missing records.
- Retrieving records on request and forwarding these to relevant parties.
- Making copies and delivering records.

DECLARATION

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

MALOU YBARBIA SOLA

Applicant