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Ikeja, Lagos

Experienced driver with over 2 years of work experience. I have a strong knowledge of auto mechanic and electrical problems.

My knowledge of these skills helps me keep to safety and maintenance rules which will help the vehicle perform at outmost capacity.

**PROFILE**

sample@gmail.com

0804-7657-432

Great customer service skills

Attention to details

Excellent customer service skills

Good communication skills

Effective time management skills

**SKILLS**

**ORINARY NATIONAL DIPLOMA**

(Business Administration)

Lagos State Polytechnic, Lagos.

**NATIONAL DRIVER’S LINCENSE**

**SECONDARY SCHOOL LEAVING CERTIFICATE**

Ikeja High Secondary School, Ikeja Lagos.

**WORK EXPERIENCE**

SCHOOL DRIVER

ABC Group of Schools

* Ensured that the vehicle is in perfect order and report any abnormalities.
* Performed minor vehicle repairs.
* Adhered to management rules.
* Give daily and monthly report on the state of the vehicle.
* Picked up school children from their homes.
* Pick children from school and return them home.
* Trained incoming intern by creating 50-page guidebook with vivid and detailed instructions.
* Create multiple cash flow analyses models in order to understand the company's strongest periods of the month.
* Reconciled credit card statements

DRIVING SKILLS ACQUIRED

* Driving safely and responsibly.
* Carrying out vehicle maintenance regularly.
* Following procedures and guidelines.

**CONTACT**

**2017 - Present**

**EDUCATION**

COMPANY DRIVER

SOLOMON

**GEORGE**