

UGWU HARRISON .O.

Muse Magabi Street, Ibafo, Ogun State

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Objective

Experienced and safety-conscious driver with over ten (10) years of professional driving experience in both commercial and private settings. Skilled in route planning, vehicle maintenance, and providing excellent customer service. Committed to ensuring timely deliveries, passenger safety, and adherence to traffic regulations. Seeking a responsible driving position where I can contribute my expertise and reliability to support the smooth operation of your organization.

Experience

- Dalmatic Nig. Ltd.** 2023 - 2025
Personal Assistant to the MD
Organize and manage the MD's appointments, meetings, and travel plans efficiently.
Screen calls, emails, and correspondence; respond or redirect as appropriate on behalf of the MD.
Prepare agendas, take minutes, and ensure follow-ups for internal and external meetings.
Handle sensitive information with discretion and maintain confidentiality at all times.
Coordinate tasks between departments, follow up on pending assignments, and ensure smooth workflow for the MD.
Book flights, accommodation, and transportation while managing all travel-related documentation and schedules.
- Extol Security Service** 2017 - 2023
Senior Pilot(Senior Driver)
Safely drive security officers and essential equipment to designated locations or patrol points.
Conduct daily checks on the vehicle's fuel, oil, brakes, and tires to ensure it is always in good working condition.
Stay alert and follow all security protocols while transporting personnel or sensitive items to ensure safety.
Adhere strictly to assigned routes and time schedules while remaining flexible in emergencies.
Observe and report any unusual activity or security concerns noticed while on duty.
Maintain accurate logs of trips, mileage, fuel consumption, and any incidents or observations.
Ensure the assigned vehicle is clean and arrange for servicing or repairs as needed.
- DN, Meyer plc** 2011 - 2016
DRIVER
Safely transport paints, coatings, and other materials to clients, distributors, and project sites.
Ensure prompt delivery of products and timely collection of raw materials or supplies from vendors.
Conduct regular checks and maintenance on company vehicles to ensure roadworthiness and safety.
Follow proper handling procedures, especially when transporting chemical-based products.
Plan efficient routes to minimize delivery time and ensure timely arrival at destinations.
Maintain delivery logs, fuel records, and vehicle usage reports accurately.
Interact politely with customers and represent DN Meyer Plc in a professional manner during deliveries.

Education

- Community secondary school, Ugwaka-Lilah Kogi State** 2005
Senior Secondary School Certificate Examination
- Community Primary School Ibagwa Ani, Enugu State** 1998
First School Leaving Certificates

Skills

- Time management
- Route planning and navigation
- Basic vehicle maintenance
- Good communication
- Patience and stress management
- Knowledge of traffic laws and regulations
- Attention to detail
- Customer service
- Physical stamina and alertness

Interests

- Driving
- Traveling
- Listening to music
- Reading and listening to news

Reference

- AVAILABLE ON REQUEST