

- KEYRO JEKRISSON S. VALLEJO

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Summary

To obtain a position in a company which will offer a variety of challenges and responsibilities where my abilities and skills can be fully utilized.

Skills

- Good communication skills.
- Computer literate.
- Ability to thrive in fast-paced environments.
- Ability to work independently or in group.
- Critical thinking and creativity in finding solutions

Working Experience

➤ **Transportation Dispatcher**

May 2023 – April 2026
Exxonmobil K.S.A.

- Plan, schedule and optimize daily routes for drivers, ensuring on-time pickup while managing last-minute changes.
- Acts as the primary liaison between drivers and clients, providing updates on vehicle status and handling complaints
- Monitor driver locations via GPS, review driver logs for hours-of-service compliance and ensure compliance with transportation regulations
- Managing vehicle maintenance, fuel efficiency and in some cases, specialized equipment
- Maintain meticulous records of routes, driver logs, maintenance schedules and client inquiries.

➤ **Inventory Clerk**

January 2022 – December 2022
Al Habib Hospital (Pharmacy Department)

- Receives, unloads, and shelves incoming inventory, ensuring items are properly labeled and stored.
- Maintains accurate inventory records using specialized software (e.g., ERP, Excel) to track stock levels and movements.
- Conducts regular physical stock counts and reconciles discrepancies between physical counts and system records.

➤ **Date Entry**

April 2021 – November 2021
NCB

- Transfer data from paper, digital files, or audio/video to company databases and spreadsheets.
- Review data for errors, inconsistencies, and missing information, correcting as necessary
- . Maintain and update information in database systems promptly and accurately.
- Adhere to data protection policies while handling sensitive information

➤ **Transportation Dispatcher**

December 2015 – March 2021
Exxonmobil K.S.A.

- Plan, schedule and optimize daily routes for drivers, ensuring on-time pickup while managing last-minute changes.
- Acts as the primary liaison between drivers and clients, providing updates on vehicle status and handling complaints
- Monitor driver locations via GPS, review driver logs for hours-of-service compliance and ensure compliance with transportation regulations
- Managing vehicle maintenance, fuel efficiency and in some cases, specialized equipment
- Maintain meticulous records of routes, driver logs, maintenance schedules and client inquiries.

➤ **Office Staff**

December 2012 – December 2014
Abu Dhabi International Airport
Abu Dhabi, UAE

- Answering/ directing phone calls, handling emails, sorting mail and scheduling meetings.
- Filing documents (digital and paper), data entry, scanning, photocopying and typing reports.
- Greeting visitors, acting as the first point of contact and handling inquiries
- Ordering office supplies and keeping communal areas tidy

Educational Background

- College: STI College Recto
- CM Recto Quiapo, Manila
- Course: Bachelor of Science in Information Technology

Personal Background

Age: 33 yrs. old
Date of Birth: April 30, 1992
Civil Status: Single
Citizenship: Filipino
Religion: Roman Catholic

Character Reference

Upon Request.