

Tanielu Matagi (Dan)

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Personal Statement

I am a well organised and hard-working individual combined with ambition to succeed and be financially independent. I am physically fit and able to complete duties, and am looking for something full time where I can learn new skills as well as develop current skills. I am self-sufficient, and can work unsupervised. But I am also a great and valued member of every team.

Relevant Skills & Experience

- Full license - own vehicle
- Listening skills
- Great team player
- Mechanical engineering experience
- Quick learner with great attitude
- Physically fit and able
- Excellent communication skills
- Traffic Control Experience
- Courier Experience
- Commercial cleaning Experience

Work Experience

2013	Pizza Hut	Porirua
Position: Team member		
• Customer service skills • Preparing and cooking orders • Common sense Cleaning skills • Handling cash and customers		

CURRICULUM VITAE

2014-2015 **Toyota** **Porirua**

Position: Work experience (unpaid)

- Cleaning of site
- Observe and assist

Jan 2015 - July 2016 **Mainfreight Ltd** **Wellington**

Position: Offsider

- Loading Truck for deliveries
- Organising Paperwork and route for efficient time management of deliveries
- Delivering orders to Residents and Companies in the wide-Wellington region
- Familiarizing Myself with Street names and suburbs via GPS

Nov 2016 – June 17 **Porirua Automotive 2009** **Porirua**

Position: Mechanic (Work Experience)

- Brakes and Discs
- Gearboxes
- Gasket work
- Radiator
- Drive belts
- Wheel bearings
- Shock absorbers
- Stripping interiors
- Warrant checks

July 2017 – Jan 2018 **Kiwi Labour Hire** **Wellington**

Position: General Labourer

- Rolling asphalt
- Digging duties
- Traffic control duties
- Laying out cones, and monitoring traffic

Feb 2018 - Feb 2019 **Asbestos Removal Equipment New Zealand** **Petone, Wellington**

Position: Sales Representative/ Warehouse Technician

- Walk-in Sales
- Organising Stock-in and out of warehouse
- Phone sales
- Invoices and Transferring of stock as well as various other duties using Cin7

Mar 2019 - Nov 2019 **Parcel and Fleet solutions Ltd** **Lower hutt, Wellington**

Position: Delivery Driver/offsider

- Residential and Commercial Deliveries in Stokes Valley - Petone Region
- Organising "Run" every morning 6am
- Forklift Experience
- Time management of deliveries

Jan 2020 - Jun 2021

Mechanical Limited

Porirua

Position : Mechanic

- Full Service Work including but not limited to ;
- Replacing Brake pads, Brake Discs, Machining Discs, Oil and Filter Change, Fluids
- Full Warrant check work
- Cam belt and water pump replacement
- Gaskets
- SRS overhauling
- Diagnosing Faults
- Scan tool work
- Rubber mounts, bushings, CV changes, Gearbox replacements, Test driving cars
- Customer Service Skills
- Parts Fitting

Education & Training

2016

Whitireia Community Polytechnic

Porirua

- National Certificate in Automotive Engineering Level 2

2015

Whitireia Community Polytechnic

Porirua

- National Certificate in Automotive Engineering Level 1

2009 - 2014

Tawa College

Porirua

- NCEA Level 1, NCEA Level 2, NCEA Level 3

Referees

Steve Pickering

Branch Manager at ARENZ

(04) 568 4140

Alan Manila

Owner of Mechanical Limited

021 175 3844