

Godwin Hayibor
P.O. Box 158
Accra – Kaneshie

Human Resource Manager

Dear Sir,

**APPLICATION FOR EMPLOYMENT AS A MECHANICAL TECHNICIAN FOR
CATERPILLAR EXPERT**

I am applying for employment in your organization as a CATERPILLAR EXPERTS. I am a hardworking individual and good team player who like to work in challenging roles with strong determination to succeed.

Am a problem solver with excellent analytical consultative and influencing skill and commitment to affect change at all level. Also worked with Matrac Ghana Limited, Zahid tractor and heavy machinery company limited at Saudi-Arabia, Caltech Venture Limited and Kings Investment Company.

I have also worked on various plants and Equipment, such as Bulldozers, Dump truck Compactors, Excavator, Skidders, Pay loaders, 3500 series of engine etc and have specialized in engines and hydraulics.

Please kindly find attached my Curriculum Vitae and certificates for further information about me.

I hope my application will be granted and look forward for an interview.

Yours faithfully,



Godwin Hayibor



14TH November 2003

TO WHOM IT MAY CONCERN

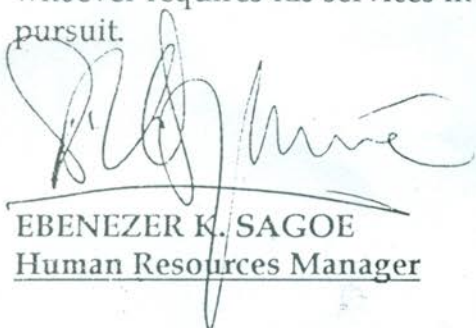
TESTIMONIAL
GODWIN HAYIBOR

This is to certify that Mr. Godwin Hayibor has been trained and worked full time with Tractor & Equipment 1st May 1995 to date.

During this period, he has been attached to the Engines and Transmission sections of our Caterpillar workshop where his ability in stripping and rebuilding engines has been very much appreciated by his superiors and peers alike.

Godwin exhibits a lot of intelligence in his work; he is very hard working, humble and a very respectful technician. He is always ready to accept new challenges. He is currently one of the leading mechanics of the engine specialisation section of our Accra Workshop.

I therefore have no hesitation recommending him as a very good asset to whoever requires his services in his area of specialization or for further academic pursuit.



EBENEZER K. SAGOE
Human Resources Manager

Accra

P. O. Box 5207, Accra-North
Tel.: +233 21 221900, 221916
221980, 225922, 232395
239625/26/29
Fax: +233 21 221950

Kumasi

P. O. Box 3000, Kumasi
Tel: +233 51 23161, 25276
31170, 31182
Fax: +233 51 25277

Takoradi

P. O. Box 386, Takoradi
Tel: +233 31 22900
23450, 24212
Fax: +233 31 23457

Tarkwa

P. O. Box 200, Tarkwa
Tel: +233 362 20706
20707, 20708
Fax: +233 362 20709

CURRICULUM VITAE

Godwin Hayibor

P.O. Box 158, Kaneshie – Accra

Mob No.: +233-246767313

Email: godwinhayibor@yahoo.com

PERSONAL DATA

Date of Birth: 11th February, 1970

Place of Birth: Accra

Nationality: Ghanaian

Marital Status: Married

Home Town: Dzodze / Ketu North

CAREER OBJECTIVES

Train and certified caterpillar Technician, with an expertise in Diesel Engines and Machinery equipments. Having the experience and the expertise in Engine Rebuilding, Transmission Rebuilding, Hydraulic Equipments works, Machinery Recondition Trouble shooting, Maintenance, Repairs and servicing.

EXPERIENCE

- 1) A Technician / Engineer who had his apprenticeship from the Tractor and Equipment now Mantrac a Caterpillar dealership Company in Ghana and have worked for 16 years now.
- 2) Service Engineer / Senior Mechanic with Zahid Tractor and Heavy Machinery Company Ltd. in the Kingdom of Saudi Arabia which I was in to Equipment Management, Rebuilding of Engines and have the flair of using of the Electronic Technician (ET) and Service Information System (SIS)

COMPONENT REBUILDING

Engines - 3300 series, 3400 series, 3500 series

Ascent Engines - C7, C9, C 18, 3500 series

Loco Engines - 3600 series

MACHINERY MANAGEMENT

Excavators - 330B, 330BL, 330DL, 336DL and etc.

Dozers - D6H, D6R, D6D, D6T, D8R, D9R, D10R and etc.

Wheel/loaders - 966, 992, 965, and etc.

Dump Tracks - 777B, 777D, 225D, 230D and etc.

Motor Graders - 120G, 120H, 40H, 140G, 14H, 16H, 160G

I also have the fair and expertise in equipment like Kunatui, Shantui, John Deer, New Holland equipment.

POSITIONS

- 1) Apprenticeship from 1993 – 1997 at Tractor and Equipment now Mantrac.
- 2) Senior Mechanic from 1997 to 2003 at Tractor and Equipment now Mantrac.
- 3) Senior Mechanic from 2004 to 2006 at Zanid Tractor and Heavy Machinery Company Limited in the Kingdom Saudi Arabia where I was in the position in the field of Caterpillar engines Rebuilding, equipment management and training of other mechanic.
- 4) Trackman Ventures which I am the Technical Manager and into Machinery Management and component Rebuilding.

QUALIFICATION

- 1) Motor Vehicle Technician Part 1 and 2 (2004 – 2005)
- 2) Diploma in Automobile Engineering – 1997

EDUCATION

- 1) Premier International School - 1980 – 1986
- 2) Kaneshie Secondary Technical - 1989 – 1992
- 3) Kumasi Polytechnic - 2004 – 2005

REFEREES

1. Mr. J.K Frimpong (Service Manager)
Engineer and Planners
Box CT. 4792
Cantonment – Accra
Mob: 0244677229
2. Mr. Dometi Kofi Sokpoi
Mawuena Chambers
Box 16865 Accra / North
Mob: 0246206418
3. Mr. Jeff Cundy (Service Operational Manager)
Zahed Tractor and Heavy
Machinery Limited
P.O. Box 814
Riyadh – 11421
Kingdom of Saudi Arabia



To Whom It May Concern

شهادة خدمة

We, Zahid Tractor & H.M. Co. Ltd.,

تشهد شركة الزاهد للتراكتورات والمعدات الثقيلة .

Certify that Mr. Godwin Hayibor

أن السيد جودوين هايبور - غيني الجنسية قد عمل لديها خلال الفترة من ٢٠٠٤/١٠/٠٩ م إلى ٢٠٠٦/١٠/٠٨ م وأن آخر وظيفه شغلها لديها هي بوظيفة (ميكانيكي رئيسي) .

a Ghanian National has worked for Zahid Tractor & H.M. Co., Ltd., from 09.10.2004 to 08.10.2006. His last job title was Senior Mechanic.

This certificate is issued to him upon his request after the end of his services with the Company.

وأعطيت له هذه الشهادة بناء على طلبه بعد إنتهاء خدماته لدى الشركة .

We wish him all the best in his future endeavors.

وإدارة الشركة تتمنى له التوفيق في حياته المستقبلية والعملية .

For Zahid Tractor & H.M. Co., Ltd.

شركة الزاهد للتراكتورات والمعدات الثقيلة المحدودة .

Waleed Al Khashrami
Admin Manager - C/R
Date: 05 September 2006



Tractor & Equipment

Division of
OF GHANA Limited



Acknowledges that

MR HAYIBOR GODWIN OF TRACTOR & EQUIPMENT

has completed the following

CATERPILLAR

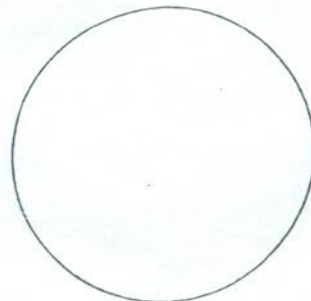
Dealer Service Training Course

BASIC CATERPILLAR TRANSMISSIONS

date 15TH - 19TH MARCH 1993

Training Manager

Service Manager



Tractor & Equipment

Division of OF GHANA Limited



Acknowledges that

GODWIN HAYIBOR OF TRACTOR AND EQUIPMENT, ACCRA,

has completed the following

CATERPILLAR

Dealer Service Training Course

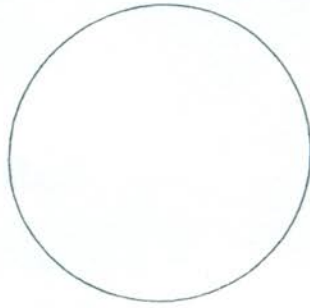
BASIC CATERPILLAR HYDRAULICS

date 1ST --- 5TH MARCH,

1993

Training Manager

Service Manager





Unilever

Tractor & Equipment

Division of UNILEVER Ghana Limited



Acknowledges that

GODWIN HAYIBOR

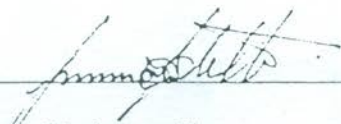
has completed the following

CATERPILLAR

Dealer Service Training Course In

VC40 - VC60D LIFT TRUCK SYSTEM ANALYST

Date 25TH - 29TH OCTOBER, 1993


Training Manager


Service Manager