



MARCO CUSTÓDIO

MANAGER

+971 54 403 2877

marco.custodio77@gmail.com

Shams 2, Jumeirah Beach Residence II,
DUBAI, UAE

Birth Date

17/05/1977

Nationality

PORTUGUESE

Driving License

Light Vehicles

LANGUAGES

Portuguese

English

French

SKILLS

Interpersonal

Customer Service

Teamwork

PROFILE

I am an enthusiastic, entrepreneurial and strategy focused professional, who has built a broad portfolio of transferable business and interpersonal skills, through a series of challenging assignments in Construction, Security, Customer Service, Photography, Printing and Real Estate industries. My Degrees in Business Enterprise and International Business Management included modules such as Market Strategy, Finance, and Research, among others. Coupled with my professional experience, they have provided me with several skills that have helped me evolve my career. Now looking forward to working in a challenging environment in which I can use my skills and experience, as well as a dynamic and adaptive approach, to make a lasting contribution to my next challenge.

EDUCATION

Bsc International Business Management,
Manchester Metropolitan University
Manchester, UK | 2005 - 2007

Ba (Hons) Business Enterprise,
Manchester Metropolitan University
Manchester, UK | 2001 - 2004

EMPLOYMENT

REAL ESTATE AGENT, BEST LUXURY PROPERTIES
Dubai | 2021 - Present

OFFICIAL TRANSLATOR, TJ & MC CONSULTORES, LDA.
Maputo | 2018 - 2021

Translation, Revision and Editing of various documents in English/Portuguese and vice-versa or Personal Clients, Businesses and Organizations.

GENERAL MANAGER, YOUNG COLOR
Maputo, MZ | 2017 - 2018

Responsible for overseeing all tasks related to printing management.

Day-to-day duties included:

- Using computer software to price jobs and managing orders and invoices with deadlines and within budget.
- Stocking and negotiating materials from suppliers.
- Checking and agreeing artwork or designs.
- Supervising orders through the preparation, printing and finishing stages.
- Coordinating print runs for the best use of machinery, staff, and resources.
- Solving issues with the production process.
- Developing new business opportunities and looking after existing customers.
- Providing general HR & Administration support.

People Management

Written & Communication

Leadership

Time Management

Active Listening

Problem Solving

Adaptability

DEPUTY MANAGER, CUSTÓDIO CONSTRUÇÕES

Maputo, Mozambique | 2007 – 2017

Oversaw all management related affairs. This included updating salary spreadsheets. Involved in the transition from payment by physical money to using bank’s payment services. Using SISSMO (local Social Security program) to update information to the INSS (Social Security).
Calculating subsidies and extra hours to be paid to workers on a weekly basis. Maintained involvement in all the previous roles occupied at the company.
Lead all the warehouse inventories (Sep 95 – Sep 01).
Responsible for the whole company whilst the Director was unavailable.

MANAGER / PHOTOGRAPHER, PIXEL PHOTO

Maputo, Mozambique | 2011 – 2014

Started my own professional Photography Business, delivering high quality Product and Marketing photos for several prominent Mozambican companies. Private work was also done, albeit at a smaller scale.

CUSTOMER SERVICE REPRESENTATIVE, BRITISH AIRWAYS

Manchester, UK | 2004 -2005

Providing excellent customer service whilst keeping in mind the needs of the business. Duties include answering calls from passengers and solving a range of diverse problems. Responsibilities involve optimizing process of understanding customer’s needs and providing the most effective solutions for them, whilst also making external calls to work with other operations and calling passengers to inform them of any scheduled changes in operations or discussing other important issues for them, such as catering, seat allocation, and unaccompanied minors.

WAREHOUSE & BLOCK SECTOR MANAGER, CUSTÓDIO CONSTRUÇÕES

Maputo, Mozambique | 1998 - 2001

Successfully undertook a nine-month, team leading, commercial and logistics related assignment as the company’s warehouse manager. Responsibilities centered on ensuring that the company’s operations were appropriately supplied with products and equipment, as well as sourcing and negotiating with suppliers to provide critical machinery and parts for Operations. Other duties focused on managing all aspects of the warehousing operation, scheduling, and transport logistics to construction sites. Block Sector Manager’s main activities included managing and developing a team of ten professional construction colleagues and ensuring the efficient production of building blocks using specialist machinery. Duties focused on defining team related work objectives on a day-to-day basis, deputizing for the business owner/manager whenever needed. Regularly solving conflict situations within teams using diplomacy.

STOCK MANAGER, CUSTÓDIO CONSTRUÇÕES

Maputo, Mozambique | 1995 - 1998

Managed a supply chain related role as the company’s Stock Manager. Main activities included monitoring stock and equipment portfolio to ensure minimum levels were consistently maintained, making recommendations for procurement, and updating inventory records.

THOMA'S INTERNATIONAL

Personality Profile Analysis (PPA)

Assessment Date

February 2019

Working Strengths

- Comfortable working with systems in a structured environment.
- Respecting tradition and the tried and tested.
- Conserving assets.
- Seeking all the relevant facts.
- Deliberating before deciding or acting.
- Building lasting interpersonal relationships based on sincerity and trust.
- Can work without difficulty in a situation that requires minimal people contact.
- High degree of accuracy, thoroughness, preparation, and execution of tasks.
- Oriented toward careful planning and factual analysis.
- Exercising care and restraint in making judgments and reaching conclusions.
- Skill in analyzing and limiting risks.
- Tending to be good at developing specialist skills.

LEISURE

Bassist / Gym / Squash / Photography / Travelling

REFERENCES

Anthony Adams, ARKHE RISK SOLUTIONS (Translations)

Tony.adams@arkhesol.com

+ 258 84 302 6120

Marlucio Kellyton, UAI (Previously at Young Color)

marlucio.uai@gmail.com

+258 84 033 4421

Vladimir Duric, BEST LUXURY PROPERTIES

djuric_vladimir@live.com

+971 55 658 6850