

Charliemagne Mallorca



- Team Player, Proven record of reliability and responsibility.
- Remain calm and professional throughout critical incidents.
- Relate well to people from a variety of cultures.
- Possess special sensitivity to meeting diverse needs in varied situations.
- Strong analytical skills, capable of assessing conditions and implementing appropriate intervention.
- Resourceful, Versatile and quick learner who loves challenges and adapts very well to new situations.
- Excellent in public relation skills with the ability to communicate in both English and Filipino.
- Able to thrive in a fast-paced environment that involves multiple task management solutions to complex problems



CONTACTS

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SKILLS

Communications

Strong Verbal and Written Communications Skills in English and Filipino

Leadership

-Able to share clear messages and make complex ideas easy to understand for everyone.
-Able to inspire, convince others, build trust and turn information into action.

Technical Skills

-Data Management (Excel, google sheet & in-house Database Software).
-Basic Accounting.
-Project Management (Work Scheduling Software, ERP, SAP & CRM).
-Marketing (Facebook, Dubizzle, Indeed, Naukrgulf, Powerpoint).
-Basic Knowledge in: illustrator, Photoshop, AutoCAD & Sketch-up.



EDUCATION

BS in Information & Technology
Adamson University – Manila, Philippines

Adamson University – Manila, Philippines
Completed 90 units towards BS in Electronics & Communications Engineering



PERSONAL DATA

Date of Birth - March 8, 1988
Civil Status - Single
Nationality - Philippines
Language - Filipino:Native
English:Fluent

PRESENT

- 2020 – Present + SENIOR RECIUTER/SUPERVISOR/OPERATIONS COORDINATOR
Ogram – Dubai,UAE
- Managing Junior Recruiters . Implementing the overall recruitment & Deployment strategy. Sourcing and attracting candidates by using databases, social media etc. Conducting interviews and filtering candidates for open positions.
-Coaching, mentoring and/or training new hires or junior employees.

EARLIER EMPLOYMENTS

- 2019 – 2020 + EVENT/OFFICE ADMINISTRATOR
Evento Smart Solutions – Dubai,Uae
- Understand requirements for each event, prepare proposals, Coordinate all event permits (Venue Permits, DTCM permits, etc.) and plan event with attention to financial and time constraints.
-Handling urgent calls, emails, messages, answering customer queries, informing them of delays & arranging delivery dates.
-Search and negotiate with Suppliers
- 2017 – 2019 + ACCOUNT MANAGER
Unigraf LLC (Dubai,UAE)
- Responsible for managing relationships with specific key accounts, customer stake holders and executive sponsors.
-Ensure the timely and successful delivery of our solutions according to customer needs and objectives.
-Collaborate with sales team to identify and grow opportunities within territory.
-Travelling once in awhile to conduct meetings and demonstrations for clients.
-Thorough knowledge of the organization's products and services.
-Overseeing projects from planning to completion.
- 2015 – 2017 + OPERATIONS EXECUTIVE
Smart Design LLC (Abu Dhabi,UAE)
- Work within the operations team that manage all venue communication and associated services, pre and post event for the portfolio of Prospects Events.
-Effectively communicate with exhibitors pre and post event (over the phone, manuals, emails and forms for completion)
-Under take the admin and high level of detail required in the organization of events.
-Oversee onsite developments and co-ordinate logistical arrangements.
-Ensure that all Health & Safety measurements are in place.
-Being the petty cash holder onsite at events, keeping a strong record of all expenditures.
-Book all travel and accommodation relating to the events and prepare a schedule for the team involved.
- 2014 – 2015 + HUMAN RESOURCE ASSISTANT
MCE Leisure Philippines Corporation (City of Dreams Manila)
- 2010 – 2013 + SENIOR CUSTOMER CARE ASSISTANT
ACS a Xerox Company (US Bank & Bank of New York Mellon)
- 2008 + Technical Support Representative
Teleperformance (Time Warner Cable Internet Services)