CARLO

**Graphic Artist, Visual Merchandiser, Office Staff &Document Controller**

Email: [carlo.387467@2freemail.com](mailto:carlo.387467@2freemail.com)

**Career objective**

* Seeking a challenging position within a multination/growing organization, where I can develop my skills and enhance my experience through achieving the organization goals.
* Ability to adapt quickly to challenges and changing an environment and ability to work individually as well as in group environment.
* Proficient in Microsoft Office application (MS Word, MS Excel, MS PowerPoint).

**Areas of Expertise & Exposure**

* A self-motivated individual with entrepreneurial organization skills having around 9 years of qualitative experience in computer systems, graphics, multimedia, multi-level marketing, retail store supermarket & real estate in the Philippines, Oman and Dubai.
* Good understanding of the business technology interface and capacity to identify and align client’s emerging technology needs with products and services as well as the demands in the market.
* Highly motivated and results-oriented professional with the ability to plan ahead and carry out the tasks of different complexity on time and within budget.
* Excellent knowledge of MS Office and office management software.

**Experiences**

**OFFICE ASSISTANT / DOCUMENT CONTROLLER– OCTOBER 2017 to DECEMBER 2018**

**SOBHA REALTY – DUBAI, UAE**

**Responsibilities:**

* Exhibited a high degree of discretion related to safeguarding confidential information. Resolve office-related malfunctions and respond to requests or issues
* Updating paperwork, stamped, scan/ copy, and maintaining documents.
* Organize and maintain office common areas and managed the cleanliness of the office.
* Assist the Customer relationship management (CRM) operations by keeping an accurate employees file and Monitor the company’s office supplies.
* Welcomes customers by determining their coffee interests and needs.

Preparing and serving a variety of Juice, soft drinks and coffee drinks (Americano, expresso, cafe latte, cappuccino and chai tea) along with pastries and cookies.

**INTERNATIONAL DISTRIBUTOR/ SOCIAL MEDIA MARKETER – AUGUST 2013 ToMAY 2017**

**ALLIANCE IN MOTION GLOBAL INC. –Philippines**

**Responsibilities:**

* Provides training and guidance to social media and marketing team members on social media implementation best practices and strategies.
* Connect with as many people as possible on Facebook and become well versed on the product. Give presentations to people you’ve set appointments with.
* Build relationships, Duplicate, Learn all about the company, marketing, and compensation plan.

**IT SUPPORT OFFICER (ADMIN DEPARTMENT) –JANUARY 2012 To AUGUST 2013**

**Hanjin Heavy Industries & Construction Co., Ltd. – Sultanate of Oman**

• Installing and configuring computer hardware operating systems and applications.

• Responsible for ensuring the smooth running of computer systems.

• Monitoring and maintaining computer systems and networks.

• Working with employees to identify computer problems and advising on the solution.

**SIGN SHOP ARTIST / VISUAL ARTIST – APRIL 2011 to JANUARY 2012**

**Robinsons Supermarket Corporation – Philippines**

• Create signage for advertising sales flyers, posters, show cards, and promotional materials; design signage for catalogs and category promo and buy one take one promotion.

• Responsible for the conceptualization and improvements of store signs, display, and decors.

• Coordinates with suppliers and ensures that all materials are delivered on the designated date. Supervises the installation and dismantling of all props in the store. Oversee the production and brief staff on arranging displays

• Creating appealing and eye-catching visual displays that lead the customer through the entire store

**GRAPHIC DESIGNER – DECEMBER 2009 To MARCH 2011**

**ORO GRAPHIC INC. - Philippines**

• Assisted in creating a unified design identity throughout the print and media.

. • Work with print vendors and create point-of-sale, graphics and advertising for print and media.

• Obtains approval of concept by submitting rough layout for approval.

• Skill in photo shoots as a junior photographer in company for marketing purposes (Billboard’s, Banner, and Tarpaulin) and Sale, Promo, Events.

* Responsible for the completion of the tracking sheet shot lists for annual reports.

**Educational Background**

**BACHELOR OF SCIENCE IN COMPUTER SCIENCE - (SY 2005 TILL 2009)**

**LA SALLE UNIVERSITY** - Misamis Occidental, Philippines

**Personal Information**

Nationality: Filipino

Civil Status: Single

Birth date: September 11, 1988