



# CIPRIANO JR CASTILLO

## PROFILE

A hardworking individual; calm under pressure and effective at multitasking. I have first-rate planning and reporting skills and experience in different types of management throughout the years, having successfully joined teams of multi-disciplinary, multi-national and multi-cultural experience.

Having considerable international experience with many years of working within the Middle East region. This has given me excellent cultural awareness and knowledge of the working practices in these geographical locations. I am fully versed in the etiquette of working with foreign cultures and enjoy doing so.

## CONTACT

PHONE:  
968-931-58006

EMAIL:  
sayfcastle@gmail.com

## WORK APTITUDES:

Fast Learner  
Flexible & open to changes  
Self-motivated  
Diligent  
Excellent listener  
Friendly, courteous, and service-oriented  
Poised under pressure  
Staff Training & Coaching  
Recruiting and Hiring Talent  
Quality Assurance

## WORK EXPERIENCE

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### **Administrative Assistant International Furniture Factory LLC**

May 2018 - Present

Successfully recruit 120 employees from India through the help of a Recruitment Agency and Emigrate system. Managing day to day office operation (i.e scheduling of drivers, workers attendance, camp mess grocery). Liaising with the PRO with regards to the visa process and cancellation. Preparing attendance, overtime, leave request and submitting to the accounts on a monthly basis. Successfully implemented the filling system for easy tracking of project-related documents. Submitting a project progress report to the CEO as per data gathered on a daily basis. Ensuring all the transmittals were filled on each project manually and electronically. Other duties as assigned.

### **Administrative Assistant Innov8 Group**

September 2015 – May 2018

Successfully sorted problems with malware that is scattering in company email and website. Supported Project Manager in proper documentation of files and drawings required in each project. Worked with government entities and building facilities management of each project for smooth processing and execution of work permit and hand over. Managed the calendar of the Managing Director. Prepared and modify documents including correspondence, reports, drafts, memos, and email. Maintained office supplies for each department. Other duties as assigned.

### **Office Administrator Chocobon LLC**

March 2012 – September 2015

Supervised and coordinated activities of staff. Conducted orientation programs for new employees. Administered salaries and work out leave entitlements. Maintained budgetary and inventory controls and make recommendations to management. Maintained a management information system (manual or computerized). Located suitable business premises and negotiate reasonable leasing agreements.

## KEY SKILLS:

Effective organizational, administrative and analytical skills.  
Excellent spelling, proofreading, and computer skills.  
Ability to maintain confidentiality.  
Excellent working knowledge of all Microsoft Office packages.  
Ability to produce consistently accurate work even whilst under pressure.  
Ability to multi-task and manage conflicting demands.  
Ability to type at least 40 wpm.  
Arabic, English Speaking

## Front Desk Officer

### Abdullah Al Munif Trading Est

January 2005 – December 2011

Greet incoming visitors and callers. Answering visitors' inquiries about the company. Directing visitors to incoming contacts. Sorting mail. Answering incoming calls. Arranging appointments for guests to meet with company staff.

## EDUCATION

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### Bachelor of Science in Commerce

University of Batangas, Philippines

June 1994 – March 1997

## TRAINING & CERTIFICATION

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### The Complete Wordpress Business Course

Udemy.com | Sultanate of Oman

June 2018

### Diploma in Human Resources

Advanced Learning Interactive Systems Online

Dubai | April 2015

### Foundation Diploma in Online Marketing

Shaw Academy | Dubai

April 2015

## PERSONAL BACKGROUND

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**Date of Birth** : September 16, 1978

**Nationality** : Filipino

**Civil Status** : Single

**Religion** : Roman Catholic

**Height** : 5'4"

I hereby certify that the above foregoing information is true and correct to the best of knowledge and belief and that I have not withheld any pertinent facts of information.

**Cipriano Jr Vital Castillo**

*Applicant*