

Julius Vincent Mallari

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PROFESSIONAL SUMMARY

Experienced office manager and business set-up consultant focused on developing efficient processes using knowledge in recruiting, employee relations, conciliation-mediation, training and development, and internal auditing and compliance. Highly qualified and well-established in administrative environments that are fast-paced and challenging.

WORK EXPERIENCE

National Operations Centre – Operator (Remote)

April - July 2023

Response Security Services – New South Wales, Australia

- Answering inbound calls and responding to customer's inquiries,
- Making outbound calls to internal and external stakeholders.
- Maintaining accurate records in various Business Management Systems (BMS).
- Ensuring compliance of company's policies and procedures.

Personal Assistant to the CEO

February 2021 – October 2022

Brothers Capital Commercial Brokerage – Dubai, United Arab Emirates

- Organize and maintain the CEO's diary and make appointments, and available time for on a daily/weekly basis to discuss issues, problems, operations and other matters.
- Organizing and attending meetings and arranging business trips.
- Deals with the CEO's incoming email, faxes and post delegating work to managers as relevant to each staff.
- Carry out specific projects, research and administration as required by the CEO.
- Oversee office management ensuring the CEO's high standards are maintained.
- Create and maintain good relationships with vendors, clients and suppliers.

Business Set-up Consultant

February – December 2020

All In One General Maintenance and Cleaning LLC – Abu Dhabi, United Arab Emirates

- Provide personalized business set-up consulting and recommend accurate and effective solutions to customers based on their business needs and requirements.
- Provide corporate PRO outsourcing solutions and negotiate, close and follow-up various contracts.
- Reach sales goals and increase client retention by generating new leads through different sales and marketing approaches.
- Perform inbound and outbound cold calling and follow ups with leads to secure new revenue, research potential clients and markets to prepare for appointments, visit clients on-site to give benefit-oriented sales presentation.
- Generate and follow-up on lead lists resulting from specific marketing campaigns and enhance success of marketing and advertising strategies by boosting engagement through social media and other digital marketing strategies.
- Perform any other administrative duty as may be required.

Operations Coordinator

December 2019- February 2020

Multicolor Cleaning Services and General Maintenance

- Receive, assist and resolve problems and inquiries of clients and visitors.
- Prepare and monitor day-to-day schedule of all cleaning and maintenance staff.
- Follow up on customers payment disputes.
- Perform other administrative functions as may be required.

EDUCATION

Master of Arts in Christian Leadership

Asian Seminary of Christian Ministries – Cavite, Philippines

August 2022 – Present

Master of Arts in Education

Bulacan Agricultural State College – Bulacan, Philippines

June 2009 – October 2010

Bachelor of Elementary Education

St. Paul University at San Miguel – Bulacan, Philippines

June 2005 – March 2009

SKILLS

- Ability to disseminate detailed concepts into understandable ideas in both written and verbal communication.
- Efficient communication skills for discussing projects at all levels, with the ability to clearly articulate the work, issues and challenges.
- Can maintain a professional attitude with peers, subordinates, and clients at all times.
- Technology savvy, with the ability to quickly learn and apply new software applications in the workplace.
- Expert in achieving high levels of multi-tasking by maintaining focused and goal oriented.

PROFESSIONAL CREDENTIALS

- Certified Basic Occupational Health and Safety (BOSH) Officer
- Licensed Professional Teacher