

MARCOS PAULO DA SILVA JUNIOR

(OUT OF COUNTRY)

Personal Information:

Married

2 children

Driving license: Yes

Age: 29 years old



Cascais - Lisbon , Portugal



+351 924 417 252



E-mail: eumarcospaulomp@gmail.com

PERSONAL AND PROFESSIONAL PRESENTATION

I have a degree in administrative services, with experience in Human Resources, Finance, and customer service. I am fluent in Portuguese with basic English. I am a former Brazilian Army Operational Service member.

I am a committed and loyal professional. I currently live in Portugal and hold a residency permit and work permit. I seek new opportunities for professional and personal growth to provide a better life for my family.

EXPERIENCE

● Administrative/Human Resources

Company: São Roque Food Products Bahia - Brazil.
January 2012 to December 2013.

Position: Human Resources, Protocol and Filing, Accounts Payable, and Accounts to Receive.

● Army / Administrative

Brazilian Army

Rank: Private First Class

January 2014 to January 2015

Performance in the role of military operations, guarantee of law and order, and administrative services.

● Businessperson

Company: Vitrine Camisaria

Bahia - May 2016 to February 2023

● Driver/Administrative

Company: Distributing food products to restaurants, pizzerias, and bakeries. Cascais, Portugal.

June 2023 to January 2025

Position: Delivery driver, product storage.

ACADEMIC TRAINING

● Technical Education

Administrative - Bahia- Brazil

● Secondary Education 12th

SKILLS

- English (Basic)
- Portuguese (Fluent)
- Human Resources Policies
- Technical support
- Computer Networks
- Microsoft Excel
- Microsoft Word
- Microsoft Office
- Computer knowledge
- Office administration