

Carlos Caro Martín

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DOB: 04 – May – 1985

Desired Employment

A position in International Institution where I can develop my career in a multicultural environment.

Work Experience

May 2011 – Now

Confirmations executive in TravelJigsaw Ltd.: Multinational broker of car rentals located in Manchester (United Kingdom)

In charge of confirm the last minute bookings around the world. Due to previous experience I was granted with the task of the last minute bookings because it was needed a person with knowledge of all markets and with enough ability to adapt to a quick business. My duties were:

- Solving problem bookings
- Helping and assisting reservations at all the time
- Liaising with suppliers and maintaining good relations with them
- Confirming bookings through bespoke supplier system

June 2007 – March 2011

Administration Manager for Caflomar SL: Enterprise dedicated to retail sales of RENFE (Red Nacional de Ferrocarriles Españoles) train products in Madrid (Spain)

At the beginning of this job I learnt all the system of accountant, bookkeeping and needs of the company.

Responsible of the supervision and the training of the new staff due to my previous experience.

Managing big accounts: groups, government and corporative executives and with foreign clients due to my language skills.

Collaboration with our head-quarter in relation of the development of the new system of sales.

January 2005 – June 2007

Sales Agent in Caflomar SL:

In the time I was studying I worked in a sales position. I learnt a system sales running exclusively with codes and I was in charge of customers from different nationalities.

Education and Training

Sept 2012 – Oct 2014

Master Degree in Environmental Management and Business (MSc) Metropolitan Manchester University (Manchester, United Kingdom)

This Master combines taught elements of sustainability and environment with business focused study equipping with relevant skills for future entrepreneurship or environmental management roles in the public or private sector. This Master ends in September 2014.

October 2009 – May 2010

Master Degree in European Union (MA)

Instituto Europeo de Bilbao (Bilbao, Spain)

This Master taught all the different institutions, the history, but also the purpose of European Union and the measures or directives that could be applied.

September 2003 – October 2007

Bachelor Degree in Economics (BAA)

Universidad Autónoma de Madrid (Cantoblanco, Spain)

Languages and other information

Spanish: Native Speaker

English: Advanced

Computer Skills: MS Office (Excel, Word, Outlook), RENFE programs (SIRE & VCX)

Driving licence, available and willing to travel.

Interests: Sports as football, skiing, tennis. Travel, cinema, reading, history, and politics.

Tennis training until the age of 18.