



CONTACT

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SKILLS

Leadership experience
Difficult decisions taker
Management knowledge
Financial and sales experience
Advanced proficiency in excel
Team worker
Quick learner
Customer orientation
Committed and pro-active

EDUCATION

Administration | 2005 - 2010
Universidade Federal de
Pernambuco - Recife - Brazil

LANGUAGES

Advanced English
Native Portuguese

Thiago Cardoso de Carvalho

PROFESSIONAL SUMMARY

I am an administrator with more than 10 years of experience in different markets: customer support, sales, public sector, farming, financial management and logistics. I have held leadership positions and I am experienced in critical analysis for difficult decisions.

WORK HISTORY

Voice Peaker 09/2022 – current
Musgrave - Dublin - Ireland

Responsible for picking products according to client's orders, with a high level of organization. Equally responsible for assisting other tasks in the warehouse.

Farmer 05/2020 – 06/2022
Self-employed - Pedras de Fogo - Brazil

Papaya producer. Responsible for all the agricultural activities: planting, fertilizing, spraying, harvesting, production trading and general management.

Administrative Manager 05/2018 – 12/2020
Pedras de Fogo City Hall - Pedras de Fogo - Brazil

Responsible for the administration of two departments, managing the planning and control of budgets, cashflows, contracts, payments, purchasing, debts equalization, accounting and bank account transactions. Also responsible for indicators controlling, achievement of government goals and strategic decisions.

Administrative Manager 10/2016 – 04/2018
Mutum and Neem Brazil - Dois Irmãos do Tocantins - Brazil

Responsible for the management of two soybean farms, embracing structural organization, production flow, production trade, budgets, cashflows, payments, purchasing, accountability, banking operations, issuing invoices, contracts supervision, debts equalization, strategic decisions and general administration.

Sales Supervisor 04/2014 – 09/2016
Olenka Cosméticos - São Paulo - Brazil

Responsible for supervision, sellings, selection, training and customer support of authorized dealers in six Brazilian states, as well as responsible for resolving and negotiating payment-related issues.

Vendor 01/2011 – 03/2014
Cardomassa - Itambé - Brazil

Responsible for sales and after-sales activities, such as conquest of new clients, negotiation of debts, promotional actions and customer support.