MARIO ROCHA

GENERAL OPERATIVE

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👤 SUMMARY

Highly motivated and reliable individual with a strong work ethic, seeking position to apply proven experience in meticulous task execution, operational efficiency, and teamwork. My background includes managing stock, coordinating processes, and ensuring compliance, demonstrating strong attention to detail and a commitment to achieving organizational goals. Eager to contribute to a busy logistics environment, ensuring accurate and timely operations.

⚙ TECHNICAL SKILLS

Manual handling, loading and unloading, sorting and organizing, adherence to processes, accuracy in completing tasks, data entry, quality control, error prevention, effective teamwork, communication, supporting colleagues, contributing to group goals, consistent attendance, adherence to schedules, Microsoft Office suite, resolving operational challenges, learning new procedures quickly.

📉 PROFESSIONAL EXPERIENCE

Automotive Assistant | Kearys BMW | Cork, Ireland **Nov 2024 - May 2025**

Performed thorough cleaning and detailing of high-end vehicles, ensuring high quality standards and meticulous attention to detail at every stage; Managed the efficient use of cleaning products and equipment, optimising task completion time and minimising waste; Strictly followed cleaning and safety protocols, contributing to the maintenance of an organised.

Administrator, DuVale GuestHouse **Jan 2021 - May 2024**

Oversaw daily operational tasks, including the efficient management of food stock levels, minimising wastage; managed records, demonstrating great attention to detail and adherence to administrative procedures; assisted in the kitchen so that guests were served breakfast; maintained the garden, communal areas and bedroom. As well as playing the role of company owner.

General Assistent, Eden Santuário **May 2020 - Jan 2021**

Performed general maintenance and repair tasks in guest rooms, public areas; Conducted routine inspections and preventive maintenance on equipment and facilities; Assisted with small gardening, carpentry and painting jobs; Responded promptly to maintenance requests from guests and hotel management. **Reference: Paul Mallon +55 79 98115-0113**

Senior Financial Auditor, Government of the State of Bahia Jan 2017 – May 2020

Coordinated diverse operational projects, ensuring tasks were completed efficiently and according to established processes.
Developed and implemented procedures to enhance operational effectiveness and streamline workflows.
Managed resources and timelines for various initiatives, demonstrating strong organizational skills.
Collaborated effectively with teams and stakeholders to achieve project objectives.

📚 EDUCATION

Master of Business Administration - MBA, Finance, Controlling and Auditing **Jan 2016 - Aug 2017** Universidade Salvador - UNIFACS

Bachelor's Degree in Business Administration **Jul 2011 - Jul 2015**
Universidade Salvador - UNIFACS

⊕ ADDITIONAL INFORMATION

- Irish Driving Licence: currently underway.
- Brazilian Driving Licence: full (A and B).
- Transportation: Electric bicycle available for commuting.
- Irish work authorisation.
- Availability: Flexible to change city.
- Availability: Flexible for various work shifts. I can do any other area available.