



# MARK GREGOR CALUMBA BALATAYO

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## PERSONAL INFORMATION

Nickname : Mark  
DOB : July 6, 1995  
Age : 28 years old  
Nationality : Filipino  
Religion : Roman Catholic  
Marital Status : Married  
Passport No: : P2346016B  
Visa Status: : Tourist  
Driver's License: PH License

## SKILLS AND ABILITIES

- Experience in Clerical works
- Computer literate
- Knowledgeable in MS Office such as Word, Powerpoint, Excel
- Knowledgeable in Basic Photography and Editing (Lightroom)
- Can work under pressure with minimal supervision
- Team Player
- Fast Learner

## INTERESTS

- Photography
- Cooking
- Music
- Pet Handling

## CAREER OBJECTIVE

To obtain a position that can further enhance my knowledge and skills and gain practical experiences for my personal and professional growth to become beneficial in your esteemed company.

## PROFESSIONAL EXPERIENCE

### ➤ ADMINISTRATIVE/MECHANICAL ASSISTANT

ACST – Plant Corporation  
Iligan City, Philippines  
November 4, 2021 – April 25, 2023

#### TASKS AND RESPONSIBILITIES:

- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Handling administrative requests and queries from Managers
- Reply to email, telephone, or face to face inquiries
- Organizing and scheduling appointments
- Order office supplies and research new deals and suppliers
- Assist in the performance of mechanical repairs as required
- Inspects tools and equipment to ensure they are in working order
- Updates maintenance and repair logs as instructed by the Supervisor
- Performs other related duties as assigned.

### ➤ SEAFARER

Double Prestige Bulk Carrier International  
Fil-Maritime Travellers Inc. Manila, Philippines  
August 10, 2020 – August 10, 2021

#### TASKS AND RESPONSIBILITIES:

- Deck and Accommodation Control
- Steering the Vessel
- Standing lookout and assisting officer on watch
- Moor and unmoor the vessel in ports
- Secure/unsecure cargo
- Cleaning and maintaining the deck

## EDUCATIONAL ATTAINMENT

### Tertiary Level:

Bachelor of Science in Marine  
Transportation  
Misamis University  
Ozamis City, Misamis Occidental  
June 2011- October 2014

### Secondary Level:

Holy Cross High School  
Austin Heights, Kolambugan,  
Lanao del Norte  
June 2007- March 2011

### Primary Level:

Guillermo Gemino Elementary  
School  
Brgy. Titunod, Kolambugan,  
Lanao del Norte  
June 2001- March 2007

**ADDITIONAL REFERENCES WILL BE  
PROVIDED UPON REQUEST.**

## ➤ OFFICE BOY/ASSISTANT

Fil-Maritime Travellers Inc.  
Manila, Philippines  
October 18, 2018 – August 5, 2020

### **TASKS AND RESPONSIBILITIES:**

- Greets and welcome staff and visitors in a pleasant manner
- Serve coffee and tea to staff and visitors
- Answering telephone calls if necessary
- Maintains the cleanliness of the office premises
- Responsible for disposal of trash and other disposable materials
- Monitoring the use of equipment and supplies within the office
- Coordinating the maintenance and repair of office equipment
- Dealing with queries or request from the visitors and other staff
- Assisting office staff as requested

### **ADDITIONAL EXPERIENCE**

#### • **Photographer (Part-Time)**

Sports Events  
Kolambugan, Lanao del Norte, Philippines  
March – April 2023

#### • **Social Media Coordinator (Part-Time)**

Iligan City, Philippines  
December – January 2023

#### • **Pet Handling (Part-Time)**

Belgian Malinois Pampanga  
2016-2020