

DIOSDADO A. OMPAD, JR.

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PROFESSIONAL SUMMARY

Results-driven Junior Recruitment Specialist with hands-on experience in end-to-end recruitment, high-volume candidate sourcing, and international deployment — primarily for the Middle East market. Proficient in full-cycle recruiting across Food & Beverage, Education, Technical (IT and Oil & Gas), and General roles (Housekeeping, Cleaners, General Workers). Skilled in ATS/CRM management, candidate screening, interview coordination, and applicant tracking. Known for reliability, fast turnaround, and the ability to manage multiple open roles simultaneously with minimal supervision. Open to serving clients in Australia, the UK, and other global markets.

KEY SKILLS

Recruitment: End-to-End Recruitment, High-Volume Sourcing, Candidate Screening & Shortlisting, Interview Coordination, International Deployment (Middle East)

Industries: Food & Beverage, Education, Technical (IT / Oil & Gas / Skilled Trades), General Roles (Housekeeping, Cleaners, General Workers)

Tools & Platforms: Manatal ATS, LinkedIn Recruiter, Facebook Sourcing, WorkAbroad.ph, Microsoft Excel, CRM Systems, Outlook, WhatsApp Business

Core Competencies: Administrative Support & Coordination, Calendar & Schedule Management, Data Entry & CRM Management, Stakeholder Communication, Time Management & Deadline Compliance, Proactive Candidate Engagement

PROFESSIONAL EXPERIENCE

Camox Philippines Inc. | Makati City, Philippines

Junior Recruitment Specialist | October 2025 – Present

- Manage high-volume, end-to-end recruitment for multiple simultaneous role openings across Food & Beverage, Technical, and General industries, ensuring client manpower requests are fulfilled within agency timelines.
- Source qualified candidates via LinkedIn, Facebook, WorkAbroad.ph, and Manatal ATS; maintain a robust talent pipeline for active and future openings.
- Conduct initial candidate screening and competency-based interviews to assess alignment with role requirements before endorsement to clients.
- Coordinate and schedule candidate interviews with clients; conduct outbound and inbound communications to confirm schedules and maintain applicant engagement throughout the hiring process.
- Maintain and update applicant records in Excel and internal CRM/ATS systems, ensuring data accuracy, completeness, and compliance at every stage.
- Provide real-time on-ground support during interview days, managing applicant flow, resolving on-site issues, and briefing candidates on deployment requirements and expectations.

- Communicate clear pre-departure instructions and updates to endorsed candidates, minimizing confusion and reducing no-show rates.
- Support international deployment coordination for Middle East-based clients, handling documentation follow-ups and pre-deployment candidate orientation.

EDUCATION

Northwest Samar State University Calbayog City, Samar

Bachelor of Science in Information Technology | GWA: 1.48 Graduated 2025

TECHNICAL PROFICIENCIES

ATS / Recruitment Software: Manatal, Internal CRM Systems, Applicant Tracking Tools

Sourcing Channels: LinkedIn Recruiter, Facebook Groups & Marketplace, WorkAbroad.ph

Productivity & Communication: Microsoft Excel, Microsoft Outlook, WhatsApp Business

Markets Served: Middle East (UAE, Saudi Arabia, Qatar) — Open to Australia, UK & Other Markets

References available upon request