** ALDRIN INOCENTES F. MARGALLO**

Present Address: Paco, Manila

Home Address: Brgy. Cavite East, Palo, Leyte

Mobile Number: 0933 1400 406

E-mail Address: ynomargs@yahoo.com

**Basic Information\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Aldrin Inocentes F. Margallo

Age: 27

Birthday: December 28, 1986

Height: 6’1

Weight: 160 lbs

**Educational Background**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tertiary Education

* Adamson University (2005-2010)

Bachelor of Science in Business Administration, major in Management

Secondary Education

* Anahaway National Highschool(1999-2003)

Elementary Education

* Palo Central School(1993 – 1999)

**Affiliations**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Adamson Falcons

Men’s basketball team

(2006-March 2010)

* Addmix Transformers

Philippine Basketball League

(February 2010)

**Skills**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* An excellent team player.
* With good communication skills.
* Can establish a good rapport with people.
* Knowledgeable in operating computer applications such as Microsoft Word, Excel and Presentation.

**Work History**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Maynilad Water Services Inc. 2010 – present

Position: Administrative Specialist

* Prepares payroll of one hundred and eighteen (118) personnel of the Water Network Division using Attendance Recording and System, and submits the same for review and correction to the Human Resource Division at the Head Office.
* Prepares request for payment for utility bills of twelve (12) pumping stations
* Assists and resolves inquiries on payroll requests and loans processing concerns of employees.
* Safety Officer for Water Network Office and two (2) pumping stations

**Trainings Attended**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Basic Occupational Safety and Health Training

Safety House Incorporated

Forty (40) hours

* Basic Water Course Training

Philippine Coast Guard

Twenty Four (24) hours

**Character References**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Mr. Regulus Paul O. Legaspi**

Employee Relations Head, Globe Telecom Inc.

0917 588 5775

1. **Engr. Erwin Miranda**

Manager, Maynilad Water Services Inc.

0923 436 5623

1. **Engr. Michael A. Tisbe**

Supervisor, Maynilad Water Services Inc.

0917 589 0319