**ALDRIN**

**Aldrin.365226@2freemail.com**

**OBJECTIVES**

I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

**PERSONAL INFORMATION**

Date of Birth: February 07, 1982

Age: 35

Gender: Male

Nationality: Filipino

Religion: Roman Catholic

Marital Status: Married

Language Spoken: English, Tagalog

**WORKING EXPERIENCE**

**Diamond Emission Testing Center**

Ulingao, San Rafael Bulacan, Philippines

May 2014 - January 2017

Encoder

**Duties and Responsibilities**

* Printing various documents needed for the remittance at the end of the day.
* Ordering and maintaining stationery and equipment.
* Organizing and storing paperwork, documents and computer-based information.
* Checking the details of the vehicles and encoding.
* Stenciling the motor and chassis number of the vehicle.

**Oscar Cinema / Al Wahda Cinema**

Al Wahda Mall, Abu Dhabi, United Arab of Emirates

April 2013 – March 2014

Projectionist / Ticket Controller / Concessionaire Attendant

**Duties and Responsibilities**

* receiving and checking film reels
* loading the films onto the projector in the right order
* making sure the film runs smoothly through the projector
* checking that sound is operating properly
* joining (‘splicing’) lengths of film together if they break
* storing the films safely
* sending on the reels to other cinemas
* looking after the projection equipment and organising services
* being responsible for heating, lighting, ventilation and alarm systems in the cinema

**SM City Baliuag(Department Store)**

Pagala, Baliuag, Bulacan

October 2010 – December 2012

Salesman

**Duties and Responsibilities**

● Present, promote and sell products and services

● Expedite the resolution of customer problems and complaints to maximize satisfaction.

● Establish, develop and maintain customer relationship.

● Analyze the territory / market’s potential, track sales and status reports.

**8WAVES WATERPARK AND HOTEL**

DRT Hi-way, Ulingao, San Rafael, Bulacan

March 2004 – June 2010

Cottage Attendant / Park Operation Assistant Supervisor

**Duties and Responsibilities**

 ● Interviews and selects candidates for employment

 ● supervises and trains staff

 ● recommends and takes action on personnel matters

 ● evaluates subordinate staff

**8WAVES WATERPARK AND HOTEL (FOODCOURT)**

DRT Hi-way, Ulingao, San Rafael, Bulacan

October 2002 –February 2004

Waiter / Concessionaire Attendant

**Duties and Responsibilities**

● Greet customers and present Menu.

● Take and serve food/ drinks orders and upsell any additional products.

● Arrange table settings and maintain tables clean and tidy.

● Deliver checks and collect payments.

**EDUCATIONAL BACKGROUND**

**Tertiary**

**Bachelor of Science Major in Bussiness Administration**

Baliuag University, Philippine

Graduated: May 2002

**Secondary**

**Saint Jean Baptiste Academy**

Baliuag, Bulacan, Philippines

Graduated: April 1998

**Primary**

**Montessori School of Immaculate Conception**

Baliuag, Bulacan, Philippines

Graduated: March 1994