



Contact No.:09069043549

DAN EFRAIM C. GALLEGO

OBJECTIVE

To be part of an organization wherein I can share my knowledge and work experiences and learn new skills that will make me a better Employee.

EDUCATION

Franciscan College of the Immaculate Conception, Baybay, Leyte, Incorporated

Bachelor of Science in Business Administration
Major in Financial Management
2016 - 2020

Visayas State University Baybay City, Leyte

Bachelor of Science in Hotel, Restaurant and
Tourism Management
2008 - 2009

Baybay Institute of Technology

Baybay City, Leyte

Bachelor of Science in Nautical Science
2007 - 2008

EXPERIENCE

INTERNSHIP

**Baybay City Water District - Production and Water
Quality Division**

300 hours

PAID WORK EXPERIENCE

Wall Street Courier Service – Station Officer

Oct. 2020 – Oct. 2023

Anistar Trading Corporation - Checker

2014 - 2016

Mang Inasal Baybay Branch – Service Crew

2010 – 2014

SKILLS

- Experienced with Microsoft Office Application: Microsoft Excel, Microsoft Word, Microsoft Powerpoint.
- Basic knowledge in Bookkeeping and Financial Reporting
- Data Entry
- Detail-oriented
- Experienced in basic usage of Google tools.
- Experienced in handling and leading a group of people.
- Can multitask.
- Can work in a challenging and scheduled-shifting environment.

AWARDS

- Search for Best Applicant (2017)
- Best in Feasibility Study (2019)
- Best in Practicum (2020)
- Honor Student A.Y. 2019 - 2020

PROFILE

DATE OF BIRTH:

February 2, 1991

AGE:

33

CIVIL STATUS:

Single

RELIGION:

Christian Evangelical Fellowship

ADDRESS:

Brgy. Buenavista, Baybay City, Leyte

CONTACT

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REFERENCE

AIZA B. BESAVILLA

DPO – Admin Aid III

Visayas State University

Contact No.: 09556130793

JUCEL CANDO

STATION OFFICER

Ninjavan Baybay Hub

JOHANNE MARCELO L. BACUSMO

BCWD Project Planning and Development

Assistant B

Contact No.: 09552501694

SISTER M. EMILIE IGANO, OSF

FCIC – Program Head of Business Administration

Department

Contact No.: 09195628529

KRISTINE YBURAN

Mang Inasal Baybay Branch – Manager