

PERSONAL DETAILS

Name: Marvin B. Bandalan

Address: San Isidro , Baybay City

Birthday: Sept. 15, 1991

Age: 31 yrs. old

Mobile Number: 09363923419

E-mail Address: marvin.bandalan@vsu.edu.ph



CAREER OBJECTIVES

Collaborative team player seeking challenging and dynamic work environment. Offers proactive and pre-emptive approach to effectively meet customer needs.

QUALIFICATIONS

2011 Bachelor of Science in Food Technology – Visayas State University

2007 Graduated High School – Leyte State University- Laboratory High School

2003 Graduated Elementary Studies – San Isidro Elementary School
– Class Valedictorian

PROFESSIONAL SKILLS

- Excellent customer service focus
- Diplomatic and professional when dealing with challenging clients
- Equally effective working alone as well as within a team environment
- Proven ability to relate to a variety of people of varying ages, backgrounds and cultures
- Good analytical and conceptual skills
- Ability to listen and assess client requirements
- Experience working with a diverse range of people

- Experienced and enjoy working as part of a team

PERSONAL ATTRIBUTES

- Hard working
- Optimistic
- Independent
- Reliable
- Flexible/Adaptable
- Goal oriented
- Good sense of humor

EMPLOYMENT HISTORY

2022 –Present Institute of Human Kinetics (Visayas State University)

Position: Administrative Aide IV (Property Custodian)

Areas of Responsibility

- Communicating with students and their queries
- Safekeeping of all sports laboratory equipment and monitoring of all office and classroom equipment
- Manage/maintain records/documents such as ARE, IRP, ICS, WMR/RSUP, PR, RIS, PO and Inventory Report related to IHK properties.
- Prepares yearly PPMP and PRs for needed equipment and supplies

2013-2016 Office of the Director for Auxiliary Services and Income Generating Projects Office - VSU

Position: Administrative Aide III

Areas of Responsibility

- Collection, remittance, recording and reporting
- Office and clerical works
- Monthly Financial Report for IGPs under the office
- Facilitating and Recording of all IGPs

TRAININGS

- **Virtual Training on RA 9184 and its Revised Implementing Rules and Regulations**
 - May 3-7, 2021
 - Visayas State University
- **Know Your Money and Counterfeit Detection**
 - February 26, 2021
 - Visayas State University
- **ISO 9001:2015 Awareness/Re-awareness Seminar**
 - November 27, 2020
 - Visayas State University
- **Workshop on the Assessment of Accomplishment and Target Settings of the Strategic Plan**
 - September 30, 2020
 - Visayas State University
- **PhilGEPS Training**
 - July 17-18, 2019
 - Cagayan de Oro
- **Basic Supervisory Training**
 - Nov 23-24, 2012
 - Cebu City

CHARACTER REFERENCES

Engr. Nestor M. Israel – Retired GSD Direktor

- VSU
- 09361134045