



JUMARI BASLAN

EDUCATION

2004 - 2011

- Elementary.

BAYBAY SOUTH CENTRAL SCHOOL

2011- 2015

- High School

BAYBAY NATIONAL HIGH SCHOOL

2015- 2019

- College

VISAYAS STATE UNIVERSITY

SKILLS

- Management Skills
- Creativity
- Self-disciplined
- Negotiation
- Critical Thinking
- Leadership

LANGUAGES

- Cebuano
- Tagalog
- English

CONTACT

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📍 Brgy. Sto. Rosario Baybay

PROFILE INFO

I am Jumari A. Baslan, a graduate of Bachelor of Science in Agriculture, Major in Horticulture (Specialized in Olericulture) from Visayas State University, with over four years of experience as a Clerk at the Cash Office and five months at the ACRO Alumni Office. I am skilled in preparing and generating financial reports, managing documents, assisting with BIR and bank-related processes, and ensuring the smooth submission of daily payment transactions. Highly self-disciplined, motivated, and eager to learn, I am committed to delivering efficient and reliable support while contributing to organizational success.

EXPERIENCE

CLERK ACRO OFFICE VSU

FEB- JUNE 2020

- Clerk work in an office involves managing administrative tasks such as organizing and maintaining records, preparing documents, handling correspondence, scheduling appointments, and assisting with data entry. Clerks ensure smooth office operations by supporting staff, managing supplies, and addressing inquiries promptly.

CLERK CASH OFFICE

JULY 2020- PRESENT

- I prepare and generate reports of issued and canceled checks for 101 Trust Plain, 101 T Cebu, 164 Cebu, VSU Hospital-PF, IGP, and VSU Hospital PhilHealth. I stamp documents as "PAID," sort and file them, prepare deposit slips for LBP and other banks, and handle transmittals for the VSU Cebu Office. I provide information for BIR TIN applications and opening Land Bank payroll accounts, assist in validating clearances, and submit daily payment transactions, including ACIC, PACS, LDDAP, checks, and bank requests, to Land Bank.

ACHIEVEMENT

• 2017-2018

Swimming Varsity

• 2022-Present

Swimming Coach

• 2024

LEA PASSER