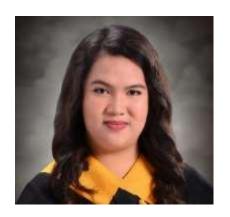
FRANCES LOUISE B. DAJAO

586 30 de Deciembre St., Baybay City, Leyte

louisebasalo4@gmail.com

09335240629



SUMMARY OF QUALIFICATIONS

An individual with a high sense of responsibility, possesses good analytical, has flexible and pleasing personality and can work with others on a minimal supervision.

SKILLS/ COMPETENCIES

Computer Literate SAP Business One Accounting Inter-personal relation

Finance Civil Service Commission Eligible. Passed the March 17, 2019 Civil Service

Exam Professional Eligibility with a rate of 80.21%

PERSONAL BACKGROUND

Date of Birth: October 16, 1998
Place of Birth: Baybay City, Leyte

Civil Status: Single Citizenship: Filipino

Religion: Roman Catholic

WORK EXPERIENCE

Name of company/ institution: University of San Carlos
Position: On-the-Job Trainee

Area Assigned: Assessment Office-Talamban
Period of Employment: May 2018-August 2018

Job Responsibilities:

Filling Documents

Data Entry and Computer WorkAnswering Phone

Calls

Other Basic Office Duties

Name of company/ institution: Visayas State University

Position: Job Order Area Assigned: Cash Division

Period of Employment: August 2019-October 1, 2019

Job Responsibilities:

Prepares report of daily collections of Fund 164 STF;

 $Encodes\ the\ daily\ income\ for\ 101\ Refund,\ VSU\ Hospital,\ PCC,\ Senior\ High\ School,$

Fund 161 and 101 TRUST;

Segregates, consolidates & bounds official receipts attached validated deposits slips

with corresponding report;

Retrieves duplicate copies of official receipt as requested by the students; and

Prepares report od monthly collection of documentary stamps

Name of company/institution: Bubble Tea Station

Position: Payroll Clerk Area Assigned: Accounting

Period of Employment: December 06, 2019-July 06, 2020

Job Responsibilities:

Collecting of employee's time cards

Compute Employees Salary

Filling Documents

Prepares and distributes employee's pay slips Answers phone call from the employees Name of company/institution: Visayas State University

Position: Clerk

Area Assigned: College of Arts and Sciences
Period of Employment: March 15, 2021-Present

Job Responsibilities:

Receives and records documents submitted by departments under the College of Arts and Sciences (CAS)

Serves as deputy department records controller (dDRC) of CAS

Releases documents signed by the CAS dean

Prepares payrolls, vouchers and other pertinent documents Files and secures documents for accreditation and ISO purposes

Processes and follows-up CAS-related documents Maintains cleanliness and orderliness of CAS office Performs other tasks requested by the CAS dean

CHARACTER REFERENCES

Ms. Maribel Hatamosa Assessment In charge-Talamban University of San Carlos 0916-904-9248

Mrs. Abrilyn M. Saromines Accounting Head BTS Food Concepts, Inc. 0939-374-4944 Ms. Memia C. Parantar HR Specialist BTS Food Concepts, Inc. 0956-883-2550

Mrs. Louella C. Ampac Director Finance Division Visayas State University 0917-542-3297