

FRANCES LOUISE B. DAJAO

586 30 de Diciembre St., Baybay City, Leyte

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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 Work Answering 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 of 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