



Ricky Dann Fernandez

Administrative Aide III (Casual)

CONTACT ME

- 📞 09983372625
- ✉ ricky.fernandez@vsu.edu.ph
- 📄 N/A
- 📍 Pangasugan, Baybay City, Leyte

EDUCATION

MASTER IN PUBLIC ADMINISTRATION

COLLEGE OF MAASIN

2023 - present

BACHELOR OF SCIENCE IN AGRIBUSINESS

VISAYAS STATE UNIVERSITY

2008-2017

BUNGA NATIONAL HIGH SCHOOL

2005-2008

PANGASUGAN ELEMENTARY SCHOOL

1998-2004

SKILLS

- TECHNICAL SKILLS (MICROSOFT)
- INTERPERSONAL SKILLS

WORK EXPERIENCE

Job Order 2017

VISAYAS STATE UNIVERSITY- COMMISSION ON AUDIT

Received and encoded financial documents from VSU Main Campus and Satellite campuses. Checked the accuracy of financial documents e.g. check numbers, O.R. and others. Retrieved financial documents that the auditors needed from the bodega. Did other tasks assigned by the supervisor.

FIBER WAREHOUSEMAN 2018

PULP SPECIALTIES PHIL. INC.

Tasks are as follows: Collected data. Prepared the inventory Report and other financial reports. Received and Released of raw materials (Fiber). Controlled the received and released raw materials.

ADMIN AIDE I (Job Order) 2018 - 2021

VSU- ACCOUNTING OFFICE

Earmarked PPMP, PR and Contracts. Obligated P.O. Vouchers and payrolls. Posted data in the BAOM. Prepared financial reports (quarterly and semi-annually and annually) and terminal financial reports; funded by external agencies.

ADMIN AIDE III (Casual) 2021 - present

VSU- ACCOUNTING OFFICE

Pre-audit of financial documents (RAF, IGF, BRF, Trust Fund). Monitored partial payments and warranty (RAF, IGF, BRF, Trust Fund). Posted partial payments and cash advances (RAF, IGF, BRF, Trust Fund).

REFERENCES

Nick Freddy R. Bello

OIC Head, Accounting Office

Phone: 1006 (IP Phone)

Email: nickfreddy.bello@vsu.edu.ph

Louella Ampac-Chan

Financial Director, Finance Office

Phone: 1061 (IP Phone)

Email: louella.ampac@vsu.edu.ph