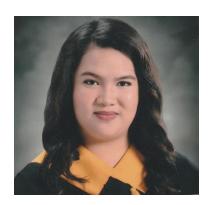
FRANCES LOUISE B. DAJAO

Apt. 102A Kimtons Bldg. J. C. Zamora St., Pari-an, Cebu City dajao.franceslouise@yahoo.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

EDUCATION		
College	University of San Carlos P. del Rosario Street, Cebu City, 6000, Cebu City Bachelor of Science in Accounting Technology	2015 - 2019
High School	Franciscan College of the Immaculate Conception Baybay, Leyte	2011 - 2015
Elementary	Franciscan College of the Immaculate Conception Baybay, Leyte	2005-2011

PERSONAL BACKGROUND

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

• Data Entry and Computer Work

• Preparation of Summary of Collections and Deposits of Funds

• Filling Documents

• Other Basic Office Duties

Name of company/institution: BTS Food Concepts, Inc.

Position: Payroll Clerk
Area Assigned: Accounting

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

Job Responsibilities:

• Filling Documents

• Data Entry and Computer Work

• Compute Employees Salary

Name of company/institution: Visayas State University

Position: Job Order- 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

REFERENCES

Ms. Maribel Hatamosa

Assessment TC- In charge University of San Carlos 0916-904-9248

Mrs. Louella C. Ampac

Director Finance Division Visayas State University 0917-542-3297

Mrs. Abrilyn M. Saromines

Accounting Head Bubble Tea Station 0939-374-4944

Ms. Memia C. Parantar

HR Specialist Bubble Tea Station 0956-883-2550