

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