

DEXTER V. ARCILLAS

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Objective

- To secure employment with a respectable company where I can exploit my skills and business background to the maximum.

Education

VOCATIONAL COURSE (TESDA): WESTERN LEYTE COLLEGE
Computer Systems Servicing NCII

BACHELOR OF SECONDARY EDUCATION | 2015 - 2019 | EASTERN VISAYAS STATE UNIVERSITY – ORMOC CITY CAMPUS
• Major: BIOLOGICAL SCIENCE

HIGH SCHOOL GRADUATE | 2011 - 2015 | LINAO NATIONAL HIGH SCHOOL
Academic Excellence

ELEMENTARY GRADUATE | 2006 - 2011 | LINAO ELEMENTARY SCHOOL

Skills & Abilities

MANAGEMENT

- Capable of organizing any matter under pressure.
- Arrangement, organization and systematical order of books, records, projects, and etc. are being applied. (For searching documents easily).

SALES

- Investments are substantial (e.g. knowledge, skills and values)
- Persuasive oral communication.
- Trustworthy

COMMUNICATION

- Good oral and written communication.
- Integration of authentic material and innovative technology will be used during discussion.
- Consider the individual differences of every student.
- Establish a good rapport.

LEADERSHIP

- Able to control things under any circumstances.
- Can act as a leader when there is activity in school (during college days).

Experience

STUDENT ASSISTANT | EASTERN VISAYAS STATE UNIVERSITY (DISBURSING OFFICE) | APRIL (2016) – JANUARY (2019)

Summary of works:

- Responsible for marking “PAID” of vouchers, Cash Advance’s and its supporting documents making sure that the vouchers are already done, paid and ready for another transaction regarding vouchers. Once marked with paid we segregate into three divisions, one for COA, one for ACCOUNTING and one

for us (FILE) once done we file the vouchers in our safety and systematic arrangement filing vault so that if ever our supervisor request a copy of any voucher we can easily find and present to them.

- Responsible for the lacking signature of Liquidation report and look for missing attachment of supporting document of vouchers if in case there is a lacking document.
- Releasing of Checks to the supplier and assuring the collection receipt and other attachment, once the check will be released we will record it for quick searching and browsing if ever there will be problems.
- Help the J.O's disburse the salary of employee and release refund of students, securing the signature in Payroll.
- Deposit in the Bank and also give bank advice for the check issued.

INTERNSHIP | LCDE - CARE | FEBRUARY (2014) – MARCH (2014)

- A volunteer on distributing goods and financial assistance in remote area (Ormoc City area only).

PRACTICE TEACHER | LINAO NATIONAL HIGH SCHOOL | FEBRUARY (2019) – APRIL (2019)

- Responsible for the preparation of instructional materials and Lesson Plan.
- Inculcating good deeds and proper etiquette to diverse student to yield a peaceful and harmonious instruction.
- Preparing the grades of the students and submit to Cooperating Teacher for further evaluation.
- Effective facilitator and cater different strategy to diverse student for effective instruction.

OFFICE CLERK | DI INDUSTRIAL DEPOT | NOVEMBER 2019 – JUNE 2020

- Looking for supplier for restocking of our products and makes note for every transaction so that employer can review and approve.
- Assigned in the specified electrical installation project for making Purchase Orders of equipment's and materials that are needed. Securing the file of Purchase Orders so when supplier send Statement of Account (SOA) I can easily review and match the amount in my records if correct.
- Deposit and withdraw in our account. Deposit the payment if there is a transaction outside the city and withdraw if there will be other mode of payment.
- Prepare and transact the requirement needed for Accreditation like DOLE Certificate, ECC DENR Certificate, Mayor's Permit, DTI and etc. (E.g. Accreditation in NGCP as Supplier and other Major company.)
- Marketing the Products and Services. Assuring the records of Documents and transaction are top Priorities.
- Transact Building Permit.

CENSUS ENUMERATOR | PHILIPPINE STATISTICS AUTHORITY | AUGUST 2019 – SEPTEMBER 2019

- Field Enumerator assigned in Brgy. Leondoni, Ormoc City
- Submit demographic data of respondents to the Census Area Supervisor.
- Responsible of precise and exact data given by the respondent.

Character References

MRS. EMMA P. SIOS-E
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