

JUMARI A. BASLAN

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PROFILE

I am Jumari A. Baslan, a graduate of Bachelor of Science in Agriculture, Major in Horticulture (Specialized in Olericulture) from Visayas State University, with over four years of experience as a Clerk at the Cash Office and five months at the ACRO Alumni Office. I am skilled in preparing and generating financial reports, managing documents, assisting with BIR and bank-related processes, and ensuring the smooth submission of daily payment transactions. Highly self-disciplined, motivated, and eager to learn, I am committed to delivering efficient and reliable support while contributing to organizational success.

CAREER OBJECTIVE

To secure the Admin Aide VI position, where I can utilize my skills and experiences to support organizational operations while growing professionally.

WORK EXPERIENCE

FEB- JUNE 2020

CLERK ACRO OFFICE VSU

Clerk work in an office involves managing administrative tasks such as organizing and maintaining records, preparing documents, handling correspondence, scheduling appointments, and assisting with data entry. Clerks ensure smooth office operations by supporting staff, managing supplies, and addressing inquiries promptly.

JULY 2020- PRESENT

CLERK CASH OFFICE VSU

Prepare and generate reports for issued and canceled checks, stamp documents as "PAID," sort and file them, and prepare deposit slips for Land Bank and other banks. Handle transmittals for the VSU Cebu Office, provide information for BIR TIN applications and Land Bank payroll account openings, assist with clearance validation, and submit daily payment transactions and bank requests to Land Bank.

EDUCATION

2004 -2011

- Elementary

BAYBAY SOUTH CENTRAL SCHOOL

2011- 2015

- High School

BAYBAY NATIONAL HIGH SCHOOL

2015- 2019

- College

VISAYAS STATE UNIVERSITY

REFERENCE

QUEEN-EVER Y. ATUPAN

VSU CASH OFFICE

NICK FREDDY R. BELLO

VSU ACCOUNTING OFFICE

LOUELLA C. AMPAC

VSU FINANCE