

FRANCES LOUISE B. DAJAO

Apt. 102A Kimtons Bldg., J.C. Zamora St., Pari-an, Cebu City
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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 with a rate of 80.21% |

PERSONAL BACKGROUND

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|-----------------|--------------------|
| Date of Birth: | October 16, 1998 |
| Place of Birth: | Baybay City, 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: | Administrative Clerk(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: | Bubble Tea Station |
| Position: | Payroll Clerk |
| Area Assigned: | Accounting |
| Period of Employment: | December 06, 2019-July 06, 2020 |
| Job Responsibilities: | Compute Employees Salary Filling Documents |

CHARACTER REFERENCES

Mrs. Raquel H. Dohiling
OIC, Cash Division
Visayas State University
0917-310-8067

Ms. Maribel Hatamosa
Assessment In charge-Talamban
University of San Carlos
0916-904-9248

Mrs. Abrilyn M. Saromines
Accounting Head
Bubble Tea Station
0939-374-4944

Ms. Memia C. Parantar
HR Specialist
Bubble Tea Station
0956-883-2550