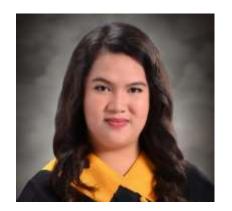
## FRANCES LOUISE B. DAJAO

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 with a rate of 80.21%

#### PERSONAL BACKGROUND

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