



JESSEL JENE CAPILI DALAGAN

CONTACT

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- Purok Lemonsito, Brgy. Baas, Hilongos, Leyte Philippines 6524

EDUCATION

- 2006-2012
BAAS ELEMENTARY SCHOOL
- 2012-2016
HILONGOS NATIONAL VOCATIONAL SCHOOL (JUNIOR HIGH)
- 2016-2018
HILONGOS NATIONAL VOCATIONAL SCHOOL (SENIOR HIGH)
- 2018-2022
VISAYAS STATE UNIVERSITY
 - Bachelor of Science in Agribusiness

SKILLS

COMPUTER SKILLS

- MS Word
- MS Excel
- MS PowerPoint

OTHER SKILLS

- Singing
- Dancing

LANGUAGES

- English (Intermediate)
- Tagalog (Intermediate)
- Bisaya (Fluent)
- Waray (Intermediate)

PROFILE

Dedicated and detail-oriented individual providing high-level administrative support within fast-paced environments. Proven track record of managing complex schedules, coordinating communications, and streamlining office operations to enhance organizational efficiency. Exceptional organizational skills and proficiency in various office software and systems, complemented by strong interpersonal skills that facilitate collaboration across teams. Committed to maintaining confidentiality and ensuring compliance with organizational policies.

WORK EXPERIENCE

PACIFICA AGRIVET SUPPLIES, INC. (April 2023- July 2024)

Branch Clerk

- Attend to customer needs.
- Checks all payments received are punched in cash register machine and issued corresponding official receipts.
- Participates in inventory tasking and assist supervisor in the reconciliation of inventory result in the branch and accomplishes branch report for Home Office.
- Takes charge of safekeeping, disbursement and reconciliation of branch operating funds; prepares, classify expenses and sees to it that all necessary supporting documents are intact and complete for operating fund replenishment to Home Office.
- Reconciles and audits purchases invoices, cash slips, COD, and charge invoices.
- Assist supervision in monitoring and controlling credit/debit memos, official receipts, cash slips, purchase order and other forms.
- Prepares, safekeeps and deposit branch revenues daily.
- Prepares, check and submit monthly attendance report.
- Does other related duties the supervisor may assigned and delegate.

DEPARTMENT OF AGRICULTURE- AGRICULTURAL CREDIT

POLICY COUNCIL (2022) FIELD ENUMERATOR

- Interviews selected farmers and fisherfolks with personal data and their debts, income and other sources of income,
- Checks and finalizes data acquired with computed annual expected income.
- Assists with supervisors in final evaluation of the data sheets gathered.

REFERENCE

Melanie F. Lago

Store Supervisor | Palo Cavite West
Phone: +63956-783-8070

Jiobane P. Flores

AOIC | Eastern Visayas- Leyte
Phone: +63967-328-6536

Rhijelyn L. Robles

Branch Clerk | Baybay City Boulevard
Phone: +63975-098-2552