



ABOUT ME



December 2, 1992



ajmariodaisy@gmail.com



+639673521852



Barangay Santo Rosario,
Baybay City, Leyte,
Philippines

EDUCATION

Bachelor of Science in Business Administration major in Financial Management

Franciscan College of the Immaculate
Conception, Baybay, Leyte, Inc. Philippines
2018 - 2022

Bachelor of Science in Hotel and Restaurant Management major in Cruise Ship Management

Palompon Institute of Technology
Palompon, Leyte, Philippines
2010 - 2012 (Undergraduate)

Secondary

Palompon Institute of Technology
Palompon, Leyte, Philippines
2005 - 2009

Primary

Palompon South Central School
Palompon, Leyte, Philippines
1999 - 2005

SKILLS

Communication

Computer

Interpersonal

Adaptability

Responsibility

Pantorilla, Daisy Encarnacion

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Seeking to deliver excellence and provide success to your company.

WORK EXPERIENCE

September 2013 - December 2014

Clerk (Municipal Treasurer's Office)

Local Government Unit of Palompon, Leyte, Philippines

Prepare and process vouchers. Prepare and release cheques. Record entries in report of checks issued. Prepare inventories. Help clients with their transactions.

March 2016 - June 2018

Clerk (Municipal Treasurer's Office)

Local Government Unit of Palompon, Leyte, Philippines

Prepare and process vouchers. Prepare and release cheques. Record entries in report of checks issued. Prepare inventories. Help clients with their transactions.

November 2022 - December 2022

Field Staff | Enumerator

KEA Management Consultancy Services, Baybay City, Leyte Philippines

Interview farmers with provided questionnaires and record the responses.

July 2023 - Up to Present

Clerk (Quality Assurance Center)

Visayas State University, Baybay City, Leyte, Philippines

Collects and sorts active/inactive supporting documents. Takes charge of scanning documents and files into a system, and provides copies to the concerned academic unit heads when needed. Responding to requests for information of departments/offices/unit. Perform general office duties

REFERENCES

Elvira E. Ongy

Proprietor/Lead Consultant
KEA Management Consultancy Services
+639164826292

Joel Rey U. Acob

Director for Quality Assurance Center
Visayas State University, Baybay City,
Leyte, Philippines
+639569161146

Hazel F. Vasquez

Municipal Accountant,
Officer-In-Charge
Republic of the Philippines
Province of Leyte
Municipality of Palompon
+639166001722