

Frances Louise B. Dajao



To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem solving skills. A hardworking and passionate job seeker with strong organizational skills eager to secure entry-level position. Ready to help team achieve company goals.

Work History

Contact

Address

Baybay Leyte, Philippines, 6521

Phone

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E-mail

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Skills

Math skills ●●●○○○
Good

Reviewing data ●●●●○○
Very Good

Checking time cards ●●●●●●
Excellent

Recording data ●●●●●●
Excellent

Filing ●●●●●●
Excellent

Financial software ●●●●○○
Very Good

Analyzing information ●●●●○○
Very Good

Thoroughness ●●●●●●
Excellent

Basic functions in Excel ●●●●●●
Excellent

Report writing ●●●●●●
Excellent

Good Telephone Etiquette ●●●●●●
Excellent

Attention to Detail ●●●●●●
Excellent

Budgeting ●●●●○○
Very Good

07/01/202
3 -
Present

Administrative Clerk (Job Order)

Office of the Cashier

Visayas State University, Baybay City, Leyte

- Generated weekly Report of Check Issued and Cancelled (for IGF only)
- Prepares the monthly report of Debit Advice Issued (for IGF only);
- Reviews and encodes necessary adjustments to ensure the correctness of the report;
- Follows-up and get all the duly paid vouchers together with the Official Receipts (suppliers);
- Coordinates with the requesting department/office to inform the payees of unclaimed checks;
- Stamped "PAID" all the vouchers, payrolls and supporting documents;
- Submitted to the Accounting Office the RCIC together with the vouchers and payrolls with supporting documents;
- Performed other duties assigned by the Supervisor.

11/2020 -
Present

Bookkeeping Assistant

NA, Baybay City, Leyte

- Validated and recorded invoices and resolved discrepancies with clients.
- Tracked financial progress by creating quarterly and yearly balance sheets.
- Served as key holder and performed related functions in accordance with safety and security policies.
- Reviewed general ledger for accuracy and specific coding issues.
- Matched purchase orders with invoices and recorded necessary information.
- Maintained excellent financial standings by working closely with bookkeeper to process business transactions.
- Effectively communicated with clients about payment needs and kept updated, detailed and accurate ledgers.
- Reconciled accounts, managed audits and updated financial records with remarkable accuracy.

03/2021 -
06/2022

Administrative Clerk (Job Order)

Visayas State University, Baybay City, Leyte

- Filing Documents
- Data Entry and Computer Work
- Answering Phone Calls

Software

SAP Business
One-
Financials
and Logistics

●●●●○
Very Good

Xero

●●●○○
Good

Languages

English

●●●●●
Excellent

- Other Basic Office Duties
- Controlled inventory stock levels, reordering as necessary within budget.
- Utilized productivity tools to complete tasks and improve performance.
- Created welcoming environment for customer by greeting and assisting, as well as quickly responding to customer inquiries and needs.
- Created and updated records and files to maintain document compliance.
- Delivered top-notch administrative support to office staff, promoting excellence in office operations.
- Generated documents necessary for internal meetings.
- Proofread and edited professional documents to fix errors

Administrative Clerk(Job Order)

Visayas State University, Baybay City, Leyte

- Balanced multiple roles to accomplish diverse tasks and make larger impact to organization.
- Enforced company policies and procedures.
- Input data and processed system change to generate accurate reports.
- Answered multi-line phone system and transferred callers to appropriate department or staff

**12/2019-
07/2020**

Payroll Clerk

BTS Food Concepts, Inc., Cebu City, Cebu

- Maintained payroll information by calculating, collecting and entering data.
- Managed payroll data entry and processing for 300 employees to comply with predetermined company guidelines.
- Maintained employee confidence and protected payroll operations by keeping information confidential.
- Verified timekeeping records and handled any discrepancies with employees.
- Updated employee files with new details such as changes in address or salary levels.
- Calculated salaries, rate changes, retroactive adjustments, overtime, bonus, vacation, termination and garnishments using Excel and Xero.
- Updated employee banking records when it was necessary.

08/2019-
10/2019

Administrative Clerk (Job Order)

Visayas State University, Baybay City, Leyte

- Coordinated and maintained impressive office organization to keep facilities efficient, organized and professional.
- Answered multi-line phone system and transferred callers to appropriate department or staff member.
- Communicated with customers via phone and email to confirm deliveries and respond to inquiries.
- Composed inter-office correspondence and provided product and service information to customers.

Administrative Clerk (Job Order)

Visayas State University, Baybay City, Leyte

- Enforced company policies and procedures.
- Balanced multiple roles to accomplish diverse tasks and make larger impact to organization.

05/2018-
08/2018

Student Internship

University of San Carlos, Cebu City, Cebu

- Liaised with clients to assess needs and responded to inquiries.
- Developed business, financial and analytical skills in fast-paced work environment.
- Distributed office supplies and files for staff.
- Sorted, organized and maintained files.
- Communicated effectively with faculty and staff and accepted critiques and suggestions for areas of improvement.
- Interacted with customers by phone, email or in-person to provide information.
- Answered and transferred incoming telephone calls, taking messages for various staff members.
- Helped with administrative support by managing incoming calls, coordinating files and sorting mail.
- Provided clerical support, addressing routine and special requirements.
- Produced high-quality communications for internal and external use.



Education

06/2015
-
05/2019

Bachelor of Science in Accounting Technology

University of San Carlos - Cebu City, Philippines

- Member of Society of Young Business Executives and Entrepreneurs
- Member of Junior Philippine Institutes of Accountants - Cebu Federation
- Member of Junior Financial Executives