**FEJIE H. ESCOTO**

**CAREER OBJECTIVE:**

* To be a part of your company where I can contribute my knowledge and skills for the growth and the development.
* To be more enthusiastic by anticipating new learning experiences.
* To render my service towards satisfaction.

**S.Y.: 2008- 2012**

School**: DAVAO DEL NORTE STATE COLLEGE**

**New Visayas, Panabo City**

Course**: BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**

**EMPLOYMENT HISTORY:**

**ACADEMIA de DAVAO COLLEGE**

Address: Philippines

Position: Registrar Staff

**Duration: January 2014 – present**

Duties and Responsibilities:

* Assists in the processes of graduates and non-graduates credentials.
* Organized the papers for the security and confidentiality of the students’ credentials.
* Responsible for allocating the students grades as seen in the database of the school.
* Ensures the correct information of the students.
* Produced a hardcopy of the credentials of the students from the database.

**LGU MABUHAY**

Address: Philippines

Position: Barangay Councilor

**Duration: December 2013- present**

Duties and Responsibilities:

* Holding Committees of the Youth and let youth has involvement in every Barangay Activity as part of the community.
* Creating and working out a program for the Youth that makes them better and responsible individuals in the community.
* Creates a resolution that is passing to every company that can help for the betterment of the Barangay and to the constituents.

**DJ & C MANPOWER AND ALLIED SERVICES**

Address: Philippines

**Position: Payroll Associate**

Duration: February 2013- December 2013

Duties and Responsibilities:

* Assists in the process of making sure a company pays employees accurately and on time.
* Collect and organize time sheets and enter information related to employees and pay periods into a computer.
* Double-check aspects of payroll related to hourly wages and yearly salaries as well as overtime, vacation and sick days.
* Responsible for ensuring that employee is paid correctly and on time.
* Responsible in computing billing and payroll as well as deductions.

**DEPARTMENT OF LABOR AND EMPLOYMENT**

Address: Philippines

**Position: SRS Coordinator**

Duration: October 2012 – December 2012

Duties and Responsibilities:

* Double-check the information of the applicant manually.
* Organized the information and encode into the database.
* Responsible for posting/uploading the database to the **philjobnet.com** (the repository of the applicants’ information who seeks for a job).
* Update the applicant/ applicants if a company is interested and wanted to conduct an interview (just in case if the applicant/ applicants don’t have contact details).
* Generate a summary and report that need to be submitted in the Department of Labor and Employment Region XI and to Bureau of Local Employment.

**PERSONAL QUALITIES**

* Quick learning and hardworking.
* Good communication and presentation skill.
* Independent and self-motivated.
* Dynamic and patience.
* Organized and best structured at work.
* Easy to get along with.

**CERTIFICATE AND ACCOMPLISHMENT**

* Computer Hardware Servicing (NC II) Passer
* Personal Computer Operation (NC II) Passer
* Data Encoder and Computer Operator
* Diploma in Information Technology
* Associate in information Technology

**PERSONAL DATA**

Name: **FEJIE HINDAP ESCOTO**

Date of Birth: November 01, 1989

Marital Status: Single

Nationality: Filipino

Language: English

**Job Seeker First Name / CV No: 1836336**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

