

Jayvee Pacanza



Contact

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Languages

English
Filipino

Hobbies

- Playing Mind Games
- Programming

Summary

As an Information Technology graduated I really pursuit my dreams as a Computer and Web Programmer even if a become a payroll specialist. Being a human resource employee, I never forgot how to code a program applications so my work I converted from manual to auto payroll applications.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

Experience

Payroll Specialist - 03/2015 to Present

Department of Agrarian Reform, Quezon City, Philippines

- Review and validation of Daily Time Record (DTR) or Finger scan reports Entries
- Review completeness of documents submitted.
- Generation of payroll by mid and end of the month.
- Prepare Disbursement Vouchers
- Prepare Landbank of the Philippine (LBP) Hash Reports
- Prepare Indorsement Letters to LBP
- Prepared and Issued Identification Card, ARTA ID and Quarantine Pass of DAR employees
- Alternate Liaison officer of the office for delivered documents to the other agency.
- Carry out quality assurance tests to discover errors and optimize usability.

Education

Bachelor of Science: **Information Technology** – (2010-2014)
Quezon City, Phi

Web and Computer Programming Language Skills

PHP, HTML5, JavaScript, Bootstrap, CSS, VB6, VB.net, MySQL, Photoshop, Premiere & Audition.