

JOHN GREGG V. FELICISIMO



CONTACT



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Lucena, Quezon Province

SKILL

- Leadership
- Creativity
- Time management
- Computer Skills
- Confidentiality
- Detail Oriented
- Organizational
- Microsoft Office
- Communication
- Teamwork

- Computer Maintenance
- Web Development
- Web UI/UX Design

LANGUAGE

- Filipino
- English

EXPERIENCE

○ Payroll and Attendance Coordinator

FETED Construction & Trading Services 2021 - 2022

- Accurately calculate and process employee salaries based on working hours, overtime, absences, and other relevant factors.
- Maintain and track employee attendance, including managing records of lateness, absences, and overtime, ensuring compliance with company policies.
- Organize and file company receipts and invoices related to construction materials and business purchases.
- Address payroll inquiries and resolve discrepancies in a timely manner.
- Ensure accuracy and confidentiality of payroll and attendance data.
- Support periodic audits by maintaining organized and up-to-date records.

○ Internship

Paranaque City Hall January 2021 to March 2021

- Listen to recorded meetings and accurately transcribe discussions, including speaker identification and key points.
- Create detailed meeting scripts by documenting conversations, ensuring clarity and accuracy.
- Maintain organized records of transcriptions for easy reference and review