

JANICA IVY S. NOLASCO

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PROFESSIONAL SUMMARY

Organized and detail-oriented administrative professional with hands-on experience in data entry, payroll, and sales reporting. Skilled in Excel (including VLOOKUP) and office operations, with a track record of maintaining accurate records and supporting smooth daily workflows. Reliable, efficient, and dedicated to keeping data and operations running flawlessly.

CORE SKILLS (ATS KEYWORDS)

Data Entry • VLOOKUP & Excel Functions • Sales & Payroll Reporting • Data Verification • Timekeeping • Administrative Support • Records Management • Database Management • Confidential Data Handling • Typing Accuracy • Office Administration • Filing & Documentation • Microsoft Excel • Microsoft Word

WORK EXPERIENCE

Old Center Panciteria, Lucban, Quezon

Data Entry / Payroll Administrator | Jul 2023 – May 2024

- Accurately entered and updated employee records and payroll information using Excel and VLOOKUP to minimize errors.
- Prepared and maintained daily and monthly sales reports, consolidating multiple data sources for management review.
- Processed payroll efficiently, calculating hours, overtime, and deductions while ensuring confidentiality and accuracy.
- Verified source documents and cross-checked database entries to maintain data integrity
- Prepared and distributed pay slips while ensuring confidentiality and accuracy.

Marco Polo Realty and Development Corporation, Lucban, Quezon

Administrative Staff | Mar 2022 – Sep 2022

- Supported weekly payroll for construction workers, calculating hours, overtime, and deductions.
- Prepared and maintained payroll reports, pay slips, and related documentation for management review.
- Assisted with general administrative tasks including filing, scheduling, correspondence, and document management.
- Managed front-desk operations, answered calls, and responded to employee, client, and contractor inquiries.

Calmar Land Development Corporation, Lucena City

Data Entry Clerk | Aug 2019 – Jul 2020

- Verified accuracy and completeness of data before and after entry.
 - Corrected errors and ensured data consistency.
 - Followed data entry procedures to meet quality standards.
 - Entered and updated information in databases from source documents.
 - Prepared validation reports to support management in improving data accuracy.
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EDUCATION

Southern Luzon State University, Lucban, Quezon

Bachelor of Public Administration | May 2016