

DYANN FAE L. CALUMPIT

09 September 1996

Brgy. 10 Parparoroc, Vintar, Ilocos Norte

locquiao.dyannfae@gmail.com

09514423777

OBJECTIVES: to be engaged in a workplace that would enhance my knowledge, skills, and attitude in rendering services to people, to have continuous interest in seeking knowledge and information based on what is good and right and to become indispensable instrument in the effective and responsive delivery of quality service to all through this employment.

EDUCATION:

Tertiary: Bachelor of Science in Accounting Technology (2013-2017)
Mariano Marcos State University
City of Batac, Ilocos Norte, Philippines

Secondary: Ilocos Norte College of Arts and Trades (2009-2013)
Laoag City, Ilocos Norte, Philippines

WORK EXPERIENCE

DBP Service Corporation

Laoag City, Ilocos Norte, Philippines

Job Order (Bureau of Internal Revenue)

July 2017 – January 2018

- ✓ Assisted the regular employees in the delivery of their work whenever needed or necessary.

Bureau of Internal Revenue

Laoag City, Ilocos Norte, Philippines

Revenue Officer I – Client Support Section

February 01, 2018 - Present

- ✓ In-charge as Registration Officer.
 - ✓ Conducts face-to-face interviews with taxpayers.
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ELIGIBILITY

Civil Service Examination – Pen and Paper Test (CSE-PPT) Professional Level Passer

SKILLS

- Good oral and written communication skills
- Able to work under pressure
- Able to multitask efficiently
- The ability to work both independently and as part of the team
- Excellent time management and workload management skills
- Pleasing and positive attitude
- Proficient in Microsoft Word, Excel, PowerPoint.

CHARACTER REFERENCES:

Aleli S. Rafael

Chief, Client Support Section

Bureau of Internal Revenue

A. Castro Avenue, Brgy 7-B, Laoag City, Ilocos Norte, Philippines

09173067794

Edna Rose C. Rafael

Chief Pastor

Full Gospel Community Church - Parparoroc

Brgy. 10, Vintar, Ilocos Norte, Philippines

09511230287

I hereby certify that the above information is valid and correct to the best of my knowledge and belief.


DYANN FAEL L. GALUMPIT
Applicant's Signature