



YRRA MAE FERNANDEZ BINAMIRA

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SUMMARY

To obtain a challenging and rewarding position in a dynamic organization where I can utilize my skills and experience to contribute to the growth and success of the company.

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT IV (MAY 24-SEPTEMBER 30, 2024)

- Proactive and organized individual to manage the day-to-day operations of the office. Must have strong communication and interpersonal skills, and be able to work independently with minimal supervision.

OFFICE CLERK (MAY 16, 2022-JULY 1, 2023)

- An Office Clerk is a professional who performs various tasks around an office, such as typing documents, answering phone calls and filing records. The specific duties vary depending on the employer's needs for an individual position.

CONTACT TRACER (OCTOBER 6-DECEMBER 31, 2020)

- Communicating with people who wish to leave and enter the province with proper adherence to safety protocols. Accurate data gathering and on-time submission of data regarding contact tracing and going to different places of looking for people and properly

ENUMERATOR (SEPTEMBER 1-OCTOBER 3, 2020)

- House to house enumeration in the designated area and updating new homes or building. Updating the number of people in every house and revising data's and passing out successful data forms into the main office.

OFFICE STAFF (JANUARY 20-MARCH 11, 2020)

- It's necessary to update, keep and to secure all the books per barangays to ensure that the property is still named after them. The assessor is a local government official who estimates the value of real property within a city, town, or village's boundaries.

SKILLS

- Critical thinking
- Effective communication
- Ability to work well under pressure
- Record-keeping and following protocols
- Computer Literate
- Time Management

EDUCATION

BICOL UNIVERSITY TABACO CAMPUS

- Bachelor of Science in Fisheries
- 2015-2019

ZAMORA MEMORIAL COLLEGE

- 2011-2014

BACACAY EAST CENTRAL SCHOOL

- 2005-2010

REFERENCE

MARIA ELYSSA B. DERIS

Human Resource

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ARNEL PERALTA

PSA Personnel

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YRRA MAE F. BINAMIRA
APPLICANT