

Alfred G. Papa

Detail-oriented and versatile professional with experience in policy issuance, client support, procurement, and administrative tasks. Skilled in encoding, document management, and training support, with a strong background in marketing assistance and customer service. Adept at handling multiple roles with accuracy and efficiency, contributing to organizational growth and team success.



Work Experience

Procurement Associate, Forticare Health Systems International Inc.

May 26, 2022 - present

- Responsible for purchasing and managing inventory of company stocks and supplies.

Policy Issuance Associate, Forticare Health Systems International Inc.

May 26, 2022 - present

- Responsible for underwriting client details and ensuring the accuracy and completeness of all information.
- Encode and maintain client information accurately in the company database.
- Process client documents and facilitate the release of their policies.

OJT Trainer, Marketing Support Group, and Administrative Secretary

Other Tasks at Forticare Health Systems International Inc.

- Supervised and mentored On-the-Job Trainees, providing them with essential corporate skills. Managed supply disbursement and sales reporting for marketing events. As Administrative Secretary, coordinated meetings, handled confidential documents, and managed official correspondence.

Liaison Associate and Data Entry, P & F Ship Management Corp.

May 03 - August 04, 2021

- Responsible for handling documentation for cargo vessel crew members and providing assistance during their boarding and coordination with their assigned vessels.

Data Entry - Esco Philippines (OSAU PH)

November 11 – December 11, 2019 (Part-time Job)

- Encoded data related to schools in the Philippines and international institutions as part of the marketing team.

Kitchen Crew - Jollibee Double Dragon, Pasay Branch

December 2017 – May 2018 (Working Student)

- Served as a Fryman in the kitchen team, with the ability to perform various tasks across all kitchen areas to support daily operations.

Educational Background

Bachelor of Business Administration Major in Marketing Management

City University of Pasay

2015-2020

Saint Louis School of Pacdal Inc.

High School

2014-2015

Contact

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City

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Skills

- Management Skills
- Computer Literate
- Decision Making Skills
- Negotiation
- Critical Thinking
- Leadership
- Programming language
HTML, CSS

Tools

- Microsoft Word, Excel
- Google Spreadsheet, Docs, Forms
- Canva, Visual Studio Code

Languages

- English (Proficient)
- Tagalog

Certification

- **TESDA**
Introduction to CSS
- **TESDA NCII**
Bread and Pastry Production
- **FORTICARE**
Outstanding Employee 2023
- **OSAU.PH**
Best Intern 2019

OJT TRAININGS

- **SSS Pasay Taft Branch**
February – March 2020
- **ESCO Philippines (OSAU PH)**
August – September 2019