



# ALFRED G. PAPA

## Objective

To share my knowledge, skills & contribute my learnings that will benefit the company that I'm applying to.

+639615287633 / +639912128217

alfredpapa1422@gmail.com

7-Sampaguita St. L&B Compound  
Alabang Muntinlupa City

## LANGUAGE

- English
- Tagalog

## EXPERTISE

- Management Skills
- Computer Literate
- Decision Making Skills
- Negotiation
- Critical Thinking
- Leadership

## EDUCATION

### City University of Pasay

Bachelor of Business Administration  
Major in Marketing Management  
Pasay City  
2015-2020

Saint Louis School of Pacdal Inc.  
Baguio City SY: 2014-2015

Mabilao Elementary School  
San Fabian Pangasinan SY: 2010-2011

## ON THE JOB TRAINING

### SSS Pasay Taft Branch

OJT February - March 2020

### ESCO Phil. (OSAU PH.)

OJT August - September 2019

## EXPERIENCE

### Forticare Health Systems International

Inc. May 26,2022 - Present

#### **Policy Issuance and Membership Department Associate**

- I am the one who is underwriting of all the clients details and making it sure that all the details are correct
- I am the one who is encoding all the Clients details in our data base
- I am the one processing the documents of our clients and processing the release of their Policies

#### **Procurement Associate**

- I am the one who is purchasing and doing inventory of stocks to be used in the company,

#### **OJT Trainer**

- I handle for (4) OJT for them to learn basic skills in our company for them to grow as an individual, giving them sets of skills and knowledge so that when they graduate they know what to do in the corporate world.

#### **Marketing Support Group**

- I managed disbursement of supplies for the marketing events and Tallying Sales of Marketing in their daily / monthly sales and reports.

#### **Administrative Secretary**

- I organize meetings and appointments of my Administrative officers, Filing confidential documents and responding to the emails of the members of the meeting.

### P & F Ship Management Corporation

May 3 - August 24,2021

#### **Assistant Liaison and Encoder**

- I am the one in-charge of the documents of the cargo vessel crews and assisting crew members to their cargo vessel.

### Esco Philippines (OSAU PH)

November 11- December 11, 2019

#### **Part Time Job (Encoder)**

- As Marketing, I encode the data of Schools in the Philippines and International Schools.

### Jollibee Double Dragon Pasay Branch

December 2017- May 2018

#### **Working Student (Kitchen Crew)**

- As a kitchen crew in the Jollibee Foods Corp. I handle the position as Fryman but I can do all around in the kitchen area.

## CERTIFICATE AND SEMINAR

### PLAQUE OF APPRECIATION

Received an award for **Best Outstanding Employee** at  
Forticare Health Systems International inc.  
Dated : December 07,2023

### PLAQUE OF APPRECIATION

Received an award for **Best Intern** at OSAU.PH during my  
OJT at OSAU.PH

### SEMINAR - JFINEX CONFERENCE (SM MOA ARENA)

Future Business and Finance Leaders - September 17, 2018

## PERSONAL INFORMATION

Date of Birth:	<b>October 14,1998</b>
Birth Place:	<b>Calamba Laguna</b>
Age:	<b>26</b>
Height:	<b>5'7</b>
Weight:	<b>75 kilograms</b>
Religion:	<b>Catholic</b>
Civil Status:	<b>Single</b>
Father:	<b>Alexander D. Papa</b>
Occupation:	<b>Retired Government Employee</b>
Contact Number:	<b>09917622642</b>
Mother:	<b>Edna G. Papa</b>
Occupation:	<b>Self Employed (Transient Business)</b>
Contact Number:	<b>09937970471</b>

## CHARACTER REFERENCES

### Sir Mark Anthony Junio

Data Protection Officer / Customer Service Manager / Human Resource  
FORTICARE HEALTH SYSTEMS INTERNATIONAL INC  
09272230304 / (02) 5314 2273 loc. 120  
[customercare.forticare@gmail.com](mailto:customercare.forticare@gmail.com)

### Ma'am Cristina San Pedro

Billing Collection Associate  
FORTICARE HEALTH SYSTEMS INTERNATIONAL INC  
09998038471 / (02) 5314 2273 loc. 112  
[bianxthinsanpedro0629@gmail.com](mailto:bianxthinsanpedro0629@gmail.com)

### Sir Patrick Joseph Nadal

President / CEO  
FORTICARE HEALTH SYSTEMS INTERNATIONAL INC  
Landline #: (02) 5314 2273

**"I hereby certify that above all information is true and correct to the best of my knowledge and belief"**

ALFRED GARCIA PAPA



**FORTICARE**  
HEALTH SYSTEMS INTERNATIONAL, INC.  
**PLAQUE OF  
APPRECIATION**

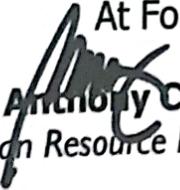
*is hereby awarded to*

**ALFRED G. PAPA**

for being an **OUTSTANDING EMPLOYEE OF 2023**.  
Your dedication, skills, knowledge and contribution to the  
welfare and improvement of the Company is one of  
our reason to keep moving forward.

Given this 7<sup>th</sup> of December 2023

At Forticare Corporate Center, Malate Manila

  
**Mark Anthony C. Junio**  
OIC, Human Resource Department

  
**Benita R. Escala**  
Chief Internal Administrator

  
**Patrick Joseph M. Nadal**  
President & CEO





# *Certificate of* **APPRECIATION**

awarded to:

**Alfred G. Papa**

on the 19th of September 2019

In recognition of Outstanding Dedication, Commitment and for being the **BEST INTERN** for the month of August.

He has a Strong and Dynamic Ideas that resulted to a great impact to our social media statistics specially in Facebook and OSAU Website sign ups. He also has an initiative and can easily understand instructions. He contributed a total of 110 FB likes and followers, 43 Website Feedbacks, and 55 Website Sign ups.

**Our School and Us** is Very proud of you!

A handwritten signature in black ink, appearing to read "Ghal".

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HANNAH GRACE S. VISTAL  
Marketing Team Leader

A handwritten signature in black ink, appearing to read "Ziya".

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ZIYA ZOE LEE  
OSAU Founder and CEO