

# Mark Alfred Pamugas

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## PROFILE

Adept in verifying data, compiling information, and creating detailed financial reports. Skilled in performing research to ensure accuracy for all financial transactions. A creative thinker, adept in software development and working with various data structures.

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## EMPLOYMENT HISTORY

Jan 2023 - Present	<b>Finance Staff, The Lord's Grace Medical and Industrial Clinic Co.</b>	Pasay City
	<ul style="list-style-type: none"><li>• Worked to motivate and support all creative staff, resulting in excellent workflow and productivity.</li><li>• Worked to support the senior creative staff with day-to-day tasks.</li><li>• Created weekly labor finance reports and presented the results to management.</li><li>• Handled paperwork, billing, and scheduling.</li></ul>	
Jul 2022 -Dec 2022	<b>Officer-in-Charge Of Cashiers, The Lord's Grace Medical and Industrial Clinic Co.</b>	Pasay City
	<ul style="list-style-type: none"><li>• Brought forth an in-depth understanding of processes and technologies used in the company.</li><li>• Worked with the mission of the company in mind and served as a dedicated and enthusiastic part of the sales team.</li></ul>	
Jan 2022 -Jun 2022	<b>Cashier, The Lord's Grace Medical and Industrial Clinic Co.</b>	Pasay City
	<ul style="list-style-type: none"><li>• Responsible for processing and receiving payments and issuing receipts to customers as they leave with their specific test availed.</li><li>• Brought forth a self-motivated attitude, as well as the ability to collaborate.</li></ul>	
Mar 2021-Dec 2021	<b>Data Encoder, The Lord's Grace Medical and Industrial Clinic Co.</b>	Pasay City
	<ul style="list-style-type: none"><li>• Protected the privacy and confidentiality of patient documents and records.</li><li>• Responsible for accurately encoding patient records and results in the clinic information system</li></ul>	
May 2020 -Jan 2021	<b>Encoder/Medical Staff, BT Diagnostic Clinic</b>	Ermita, Manila
	<ul style="list-style-type: none"><li>• An encoder is a data entry professional who helps organize and maintain information for their employer.</li><li>• Processed data to make proper paperwork for each client's patient record to be encoded.</li><li>• Assisted leads in taking hourly numbers of encoders, helping in setting up of computers.</li><li>• Gave an informative data that work under pressure in order to deliver fast and accurate information in every kind of entity.</li><li>• Compared data with source documents, or re-enter data in verification format to detect errors.</li></ul>	
Oct 2018 -Dec 2019	<b>Merchandiser, Puregold (Nestle)</b>	Makati, Manila
	<ul style="list-style-type: none"><li>• Worked to ensure a positive and hassle-free customer experience.</li><li>• Settled any customer disputes in a professional and pleasant manner.</li><li>• Worked to achieve high customer satisfaction rates by providing optimal customer service.</li></ul>	

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## EDUCATION

Jun 2013 -May 2015	<b>Computer Technology, Universidad de Manila</b>	Ermita, Manila
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## SKILLS

<b>Computer Skills</b> - Skillful	<b>Microsoft Excel</b> - Skillful
<b>Fast Learner</b> - Experienced	<b>Microsoft Office</b> - Skillful
<b>Adaptability</b> - Experienced	

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## REFERENCES

References available upon request