

Mark Alfred Pamugas

Data / Encoder

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Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level Data Encoder position. Ready to help team achieve company goals.

Skills

Data Verification	<div><div></div></div>	Intermediate
MS Office	<div><div></div></div>	Intermediate
Reports and documents	<div><div></div></div>	Intermediate
Maintains Confidentiality	<div><div></div></div>	Advanced
Self-Motivated	<div><div></div></div>	Advanced

Work History

Jan. 2023 - July 2023

Finance Staff

The Lord's Grace Medical and Industrial Clinic Co., Pasay City

- Produced financial statements and reports to comply with regulations.
- Developed and maintained database of financial records for clients.
- Generated and submitted invoices based upon established accounts receivable schedules and terms.
- Processed and verified invoices to secure accuracy of billing information.

Jan. 2022 - Dec. 2022

Cashier Team Leader

The Lord's Grace Medical and Industrial Clinic Co., Pasay City

- Worked extra shifts during busy periods and covered for call-in employees to maintain service levels
- Set and updated employee schedules to fulfill gaps based on expected customer demands.
- Helped management develop employee improvement plans and motivate team members to continually improve.
- Managed staffing levels to provide optimal support for cash register operations.

July 2021 - Dec. 2021

Cashier

The Lord's Grace Medical and Industrial Clinic Co., Pasay City

- Answered questions about store policies and addressed customer concerns.
- Addressed customer needs and made product recommendations to increase sales.
- Operated cash register for cash, check, and credit card transactions with excellent accuracy levels.
- Welcomed customers and helped determine their needs.

Mar. 2021 - June 2021

Data Encoder

The Lord's Grace Medical and Industrial Clinic Co., Pasay City

- Reviewed validation output and performed specified manual checks on data to evaluate consistency and completeness.
- Provided administrative and clerical support to staff.
- Maintained database by entering new and updated Medical information.
- Maintained daily production logs of activities and completed work.

May 2020 - Jan. 2021

Encoder/Medical Staff

BT Diagnostic Clinic, Ermita Manila

- Processed customer and account source documents by reviewing data for deficiencies and errors.
- Maintained files, records and chronologies of entry activities.
- Followed exact procedures for handling transfers and other releases of medical records.
- Input data into computer programs and filing systems.

Education

June 2012 - May 2015

Computer Technology

Universidad De Manila - Ermita, Manila, Philippines

Mar. 2009 - July 2011

High School Diploma

Tondo High School - Quezon Street, Tondo, Manila

References

Mark Kelvin Chua

Alpha Medicos 888 Company Limited Co.
09177982757

Ellalyn Regala

The Lords Grace Medical And Industrial Co.
09950463467