

# MARK ALFRED PAMUGAS

## DETAILS

### ADDRESS

Balagtas St. Tondo, Manila  
Metro Manila, 1013  
Philippines

### PHONE

09617205395

### EMAIL

akosisinichiie@gmail.com

## SKILLS

### Computer Skills



### Fast Learner



### Adaptability



### Microsoft Excel



### Microsoft Office



## 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.

## EMPLOYMENT HISTORY

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

Jan 2023 — Jul 2023

- Worked to motivate and support all creative staff, resulting in excellent workflow and productivity.
- Worked to support the senior creative staff with day-to-day tasks.
- Created weekly labor finance reports and presented the results to management.
- Handled paperwork, billing, and scheduling.

### Officer-in-Charge Of Cashiers, The Lord's Grace Medical and Industrial Clinic Co. Pasay City

Jul 2022 — Dec 2022

- Brought forth an in-depth understanding of processes and technologies used in the company.
- Worked with the mission of the company in mind and served as a dedicated and enthusiastic part of the sales team.

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

Jan 2022 — Jun 2022

- Responsible for processing and receiving payments and issuing receipts to customers as they leave with their specific test availed.
- Brought forth a self-motivated attitude, as well as the ability to collaborate.

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

Mar 2021 — Dec 2021

- Protected the privacy and confidentiality of patient documents and records.
- Responsible for accurately encoding patient records and results in the clinic information system

### Encoder/Medical Staff, BT Diagnostic Clinic Ermita, Manila

May 2020 — Jan 2021

- An encoder is a data entry professional who helps organize and maintain information for their employer.
- Processed data to make proper paperwork for each client's patient record to be encoded.
- Assisted leads in taking hourly numbers of encoders, helping in setting up of computers.
- Gave an informative data that work under pressure in order to deliver fast and accurate information in every kind of entity.
- Compared data with source documents, or re-enter data in verification format to detect errors.

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**Merchandiser, Puregold (Nestle)**

Makati, Manila

Oct 2018 — Dec 2019

- Worked to ensure a positive and hassle-free customer experience.
- Settled any customer disputes in a professional and pleasant manner.
- Worked to achieve high customer satisfaction rates by providing optimal customer service and.

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## EDUCATION

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**Computer Technology, Universidad de Manila**

Ermita, Manila

Jun 2012 — May 2015

**Tondo High School**

Mar 2009 — Jul 2011

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## REFERENCES

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References available upon request