

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.

EMPLOYMENT HISTORY

Jan 2023 — Present	Finance Staff, The Lord's Grace Medical and Industrial Clinic Co.	Pasay City
<ul style="list-style-type: none">• 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.		
Jul 2022 — Dec 2022	Officer-in-Charge Of Cashiers, The Lord's Grace Medical and Industrial Clinic Co.	Pasay City
<ul style="list-style-type: none">• 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.		
Jan 2022 — Jun 2022	Cashier, The Lord's Grace Medical and Industrial Clinic Co.	Pasay City
<ul style="list-style-type: none">• 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.		
Mar 2021 — Dec 2021	Data Encoder, The Lord's Grace Medical and Industrial Clinic Co.	Pasay City
<ul style="list-style-type: none">• Protected the privacy and confidentiality of patient documents and records.• Responsible for accurately encoding patient records and results in the clinic information system		
May 2020 — Jan 2021	Encoder/Medical Staff, BT Diagnostic Clinic	Ermita, Manila
<ul style="list-style-type: none">• 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.		
Oct 2018 — Dec 2019	Merchandiser, Puregold (Nestle)	Makati, Manila
<ul style="list-style-type: none">• 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.		

EDUCATION

Jun 2013 — May 2015	Computer Technology, Universidad de Manila	Ermita, Manila
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SKILLS

Computer Skills	Skillful	Microsoft Excel	Skillful
Fast Learner	Experienced	Microsoft Office	Skillful
Adaptability	Experienced		

REFERENCES

References available upon request