

# Mark Alfred Pamugas

## Data / Encoder

**Address:** Manila, Metro Manila, Philippines

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Hardworking and detail-oriented **Data Encoder** with strong organizational and multitasking skills. Experienced in data entry, financial documentation, and administrative support. Eager to contribute to a dynamic team and help achieve company goals through accuracy and efficiency.

### Work Experience

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Data Encoder

September 12, 2023 - Present

**Doxo Ingredients Inc. | Quezon City**

- Organize and maintain files and databases to ensure accurate and up-to-date records.
- Perform data entry tasks including updating, creating, and deleting records.
- Generate and submit invoices based on established accounts receivable schedules.
- Handle administrative tasks such as paperwork and billing statements.

Finance Officer

January 2023 - July 2023

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

- Prepared financial statements and reports in compliance with regulations.
- Maintained and updated client financial records in company databases.
- Managed invoicing, billing, and accounts receivable documentation.
- Supported office operations through efficient scheduling and recordkeeping.

Cashier Team Leader

January 2022 - December 2022

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

- Supervised cashier staff and maintained optimal staffing levels.
- Created employee schedules and managed shift coverage.
- Assisted management with performance monitoring and staff training.
- Ensured excellent customer service and smooth checkout operations.

Cashier

July 2021 - December 2021

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

- Operated cash registers and processed payments accurately.
- Assisted customers with inquiries and product recommendations.
- Ensured smooth and friendly customer transactions.
- Helped maintain a clean and organized front desk area.

Data Encoder

March 2021 - June 2021

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

- Entered and verified medical data with accuracy and consistency.
- Reviewed validation outputs and corrected data discrepancies.
- Maintained up-to-date databases and production logs.

Encoder/Medical Staff

May 2020 - January 2021

**BT Diagnostic Clinic | Manila City**

- Processed medical and account documents, ensuring accuracy and confidentiality.
- Maintained detailed records and organized filing systems.
- Supported medical staff by handling patient data and documentation efficiently.

### Core Skills

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Data Encoding & Record Management, Microsoft Excel & Word, File Organization & Documentation.

### Education

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Universidad de Manila

Bachelor in Computer Technology