

Charissa Lumangtad

Marketing Manager



Contact

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Bishops Vil., Zone 2, Digos City

About Me

I am a self-impelled and career driven professional looking for a job where I can practice and develop my skills.

Skills

- Administrative Skills
- Data Entry
- Time Management
- Proficient in CRM Tools, G Drive, Microsoft 365
- Critical Thinking
- Attention to detail

Education

- Bachelor of Science in Business Admin
Cor Jesu College 2010 - 2014

Experience

- **Clinic Assistant**
DPM Beauty Solution 2014 - 2015
Patient Listing/Scheduling, Patient Registration, Medical Records Management, Billing, Filing and Documentation, and Clinical Documentation
- **Accounts Monitoring/Loans Processor**
First Standard Finance Corp. 2015 - 2017
Processing Payments, Issuing Receipts, Registrar Operation, Cash Handling and Counting, Data Entry, and Record-Keeping
- **Legal Secretary**
Gabutero, Niñeza and Morales Law Offices 2017- 2020
Administrative Support and General Office Management
- **Virtual Assistant**
Revenue Accelerator 2020 - 2021
Managing Emails, Scheduling and Calendar Management, Data Entry, Document Management, Task Management and Collaboration Tools
- *A2BHQ* 2021 - 2023
Data Entry, Document Management and Task Management
- *GoldenHawk Ltd - Part Time* 2022 - 2023
Data Entry
- *BMABA Limited* 2024
Managing Emails, Processing Orders, Data Entry, Document Management, Registering Club Members and Students

References

Giovanni Soffieto

BMABA Limited / CEO

Phone: 01798 306546

Email: ceo@bmabagroup.org.uk