

CHANDA D. TUMPAR

Executive Virtual Assistant | Administrative Professional

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SUMMARY

Experienced administrative professional with 7+ years of experience providing high-level assistance across diverse industries. Skilled in executive assistance, document management, client coordination, and maintaining organized administrative systems. Known for being detail-oriented, reliable, and proactive in supporting daily operations and improving workflow efficiency. Currently seeking opportunities where I can contribute my administrative expertise while continuing to grow professionally.

PROFESSIONAL EXPERIENCE

Executive Virtual Assistant

MyPortal Virtual Assistants Corp. | First Choice Business Brokers (Los Angeles)

Nov 2024 - Dec 2025

- o Provided administrative support to a business broker in facilitating the sale and acquisition of businesses.
- o Assisted with the preparation of listings, contracts, and transaction documents.
- o Maintained and updated CRM systems to ensure accurate client and deal records.
- o Scheduled and coordinated meetings between buyers and sellers.
- o Assisted in monitoring transaction progress and ensuring timely documentation.

Quality Assurance Specialist

GoTeam | REE Medical

Jun 2023 - Aug 2024

- o Conducted a final quality check on the transcribed Disability Benefits Questionnaires (DBQs) before submission.
- o Verified document accuracy, completeness, and compliance with required standards.
- o Finalized veteran case file and ensured all necessary documentation was prepared for claims processing.

Medical Data Entry Specialist (DBQ Generator)

GoTeam | REE Medical

Aug 2022 - Jun 2023

- o Transcribed and organized medical questionnaire data into the official Disability Benefits Questionnaire (DBQ) forms.
- o Reconstructed veteran's responses into clear, professional documentation from the provider perspective.
- o Applied rating schedule guidelines to assess projected disability ratings.
- o Maintained strict confidentiality when handling sensitive medical records.

Transaction Support Assistant

International Pharmaceuticals, Inc. (IPI)

Apr 2022 - Sep 2022

- o Provided administrative and operational support for other teams within transaction management.
- o Coordinated travel arrangements and accommodation bookings for executives and team members.
- o Managed confidential files and maintained accurate documentation systems.
- o Assisted in maintaining smooth day-to-day office operations.

Executive Secretary

International Pharmaceuticals, Inc. (IPI)

Jun 2018 - Mar 2022

- o Managed executive calendars, appointments, meetings, and travel arrangements.
- o Prepared official correspondence, reports, and internal documentation.
- o Maintained organized filing systems for confidential company records.
- o Coordinated with internal departments to support executive and administrative operations.

SKILLS

Technical Skills

- o **CRM & Business Platforms:**
Zoho One, SAP, ERP Systems, and OMS (Order Management Systems)
- o **Project Management Tools:**
Monday.com, Asana
- o **Communication Tools:**
Microsoft Teams, Slack, RingCentral
- o **Office Software:**
Microsoft Office Suite, Adobe Acrobat Pro

Administrative & Professional Skills

- o Executive administrative support
- o Calendar & schedule management
- o Client coordination and communication
- o Document preparation and management
- o Organizational and time management
- o Attention to detail

EDUCATION

Bachelor of Science in Office Administration

University of the Visayas – Main Campus

S.Y. 2014 - 2018