



CHANDA D. TUMPAR



+639674028513/+639915338081



ctumpar@gmail.com



Cabreros St., Basak San Nicolas, Cebu City,
Philippines, 6000

ABOUT ME

Highly motivated and professional with over 7 years of experience providing high-quality of work across different industries. Seeking a challenging position where I can leverage my knowledge, creativity, and administrative skills in streamlining processes to support the company's success and growth.

EDUCATION

University of the Visayas (Main Campus)

Bachelor of Science in Office Administration
S.Y. 2014 - 2018

SKILLS

- Technical skills (Zoho One, OMS, Monday.com, Asana, SAP, ERP)
- Computer Literacy (MS Office, Adobe, etc.)
- Administrative Skills
- Detail-oriented
- Customer Service
- Knowledgeable in Stenography
- Organizational Skills
- Time-management Skills
- Ability to work independently and as part of a team

CERTIFICATIONS

Medical Billing and Coding Essentials

Coursera Online Course
Issued: August 24, 2024

Most Committed Team Member Award

GoTeam | REE Medical
Issued: May 17, 2024

Specialty Approach to Learning Medical Billing and Coding

UDEMY, Inc. online course
Issued: July 29, 2024

Write Professional Emails in English

Coursera online course
Issued: April 30, 2022

Brand Management: Aligning Business, Brand, and Behaviour

Coursera online course
Issued: April 14, 2022

PROFESSIONAL EXPERIENCE

Executive Virtual Assistant

MyPortal Virtual Assistants Corp. | First Choice Business Brokers (LA)
November 15, 2024 - Present

- Support business broker in facilitating the sale or purchase of businesses
- Assisting with document preparation, contracts, listings, etc.
- Maintain client databases and CRM systems
- Schedule and coordinate buyer-seller meetings

Quality Assurance Specialist

GoTeam | REE Medical
June 04, 2023 - August 30, 2024

- Conducted a final review of the transcribed and reviewed Disability Benefits Questionnaires (DBQs) from the provider.
- Ensured all required documents were provided and the data was correct.
- Finalized the Veteran's file and payment before sending out their official Disability Benefits Questionnaire (DBQs).

Medical Data Entry Specialist (DBQ Generator)

GoTeam | REE Medical
August 29, 2022 - June 03, 2023

- Accurately transcribed information from the Veteran's basic medical questionnaire onto the official Disability Benefits Questionnaires (DBQ) form.
- Paraphrased the Veteran's description and skillfully crafted content from the perspective of a provider.
- Assessed projected ratings for each DBQ by effectively applying the Rating Schedule.

Transaction Support Assistant

International Pharmaceuticals, Inc. (IPI)
April 01, 2022 - September 02, 2022

- Provided support and coverage for other teams within transaction management.
- Coordinated travel arrangements and accommodations for superiors, team members, and guests.
- Handled confidential documents and maintained their proper organization.
- Guided everyone within the department to ensure effective office operations.

Executive Secretary

International Pharmaceuticals, Inc. (IPI)
June 04, 2018 - March 31, 2022

- Managed the executive's calendar, scheduled appointments, and arranged meetings and conferences.
- Prepared and disseminated correspondence, memos, forms, and other documents.
- Coordinated with other administrative staff to support office operations.
- Maintained filing systems, ensuring important documents were organized and easily accessible.
- Provided behind-the-scenes support for office operations.