



ALFONSO ALLAN L. SANTOS, CPC-A

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PROFESSIONAL SUMMARY

Certified AAPC CPC (passed Aug 16, 2025) with a Bachelor's in Occupational Therapy and 6+ years in operations, data entry/payroll, and customer service. Skilled in Medical Coding (ICD-10-CM, CPT, HCPCS, and E/M); fast, accurate, and discreet with sensitive data. Reliable with sensitive data and eager to contribute in a UAE office/healthcare setting.

CORE SKILLS

- Medical coding (ICD-10-CM, CPT, HCPCS, E/M)
 - Data entry & validation
 - Excel/Google Sheets (PivotTables, XLOOKUP)
 - Document control & records management
 - Confidentiality & compliance mindset; attention to detail
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EXPERIENCE

Freelance / Outsourced Payroll & Data Entry Specialist — RehabCare (Remote, US-based) — 2024 – Present

- Remotely managed payroll processing and data entry tasks for a company specializing in staffing and management of rehabilitation professionals, including physical and occupational therapists
- Executed all required tasks with utmost speed, efficiency, and confidentiality, ensuring accurate and timely payroll operations.
- Maintained meticulous records and upheld strict compliance with data privacy regulations.
- Delivered high-quality support to ensure seamless operations and satisfaction for both the company and its clients.

Manager — Villa Alsantos Beach Huts & Camping Site (Zambales, Philippines) — Jun 2018 – Dec 2023

- Led daily resort operations; supervised staff scheduling and cash handling.
 - Managed inventory, vendors, POS records; produced sales/expense reports.
 - Implemented SOPs and spreadsheets, reducing errors and waste.
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EDUCATION

Bachelor of Science in Occupational Therapy — University of Perpetual Help Dr. Jose G. Tamayo Medical University, Laguna, Philippines (Graduated Mar 2015)

CERTIFICATIONS & TRAINING

- AAPC Certified Professional Coder — CPC — Passed Aug 16, 2025
- CPC Preparation Course, Zabeel Institute — Dubai, UAE (Nov 19, 2024)
- TOEFL iBT 95 (Listening 30, Writing 22) — Apr 6, 2022
- Valid UAE driving license