



## About Me

An electronic health record manager and result-driven professional with a diverse background in, customer relations, international and intercultural communication, managing digital platforms, event management, data entry, medical documentation, and mass communication. A graduate from University of Hertfordshire with exceptional organizational abilities, strong attention to detail, and effective communication with internal and external stakeholders in service oriented MNCs.

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- 91, Tejkunipara, Tejgaon, Dhaka

## KNOWLEDGE

EMR management  
Microsoft Office  
Google Docs  
Adobe Illustrator  
SAP

## LANGUAGE

English  
Bangla  
Hindi  
Malay

# ANTHONY CLINTON GOMES

## Experience

### Augmedix Bangladesh - Dhaka

Medical Documentation Specialist

*Aug 2022 - Present*

Providing documentation service for the health care providers in the USA and maintaining patient's electronic medical records.  
Managing the EHR during assistance of patient care.  
Assisting health care providers in a variety of specialties.  
Updating the EHR in a timely manner.

### PN Enterprise - Dhaka

Customer Relation Manger

*Mar 2022 – Aug 2022*

Processing ticketing requests through ticketing platforms.  
Providing service to businesses and individuals regarding flights.  
Communicating and maintaining relations with domestic and international stakeholders.

### MNA Metal Resources Sdn Bhd - Nilai

Export-Import Coordinator

*May 2021 – Mar 2022*

Coordinating with customers, liners and 3PL agents, and internal departments, to facilitate import and export of the materials.  
Coordinating with internal production, inventory, and logistics team.  
Monitoring and managing international shipments.  
Planning and monitoring the execution of imports & exports.  
Documentations of the export and import.

### Atlas Trading Sdn Bhd - Kuala Lumpur

Digital Marketing Intern

*Dec 2020 – May 2021*

Collaborating with in house designers for creating visual contents,  
Maintaining online marketplace stores.  
Responding to customers' queries online.  
Managing SEO for e-commerce.

## EDUCATION

### University of Hertfordshire

BA in Mass Communication

May 2017 - May 2021

Public relations major, including advertising, broadcasting and journalism.

## SOFT SKILLS

Communication  
Service-minded  
Team work  
Analytical Thinking  
Adaptability  
Project management  
Project Coordination  
Public Relations

## INTEREST

Volunteering  
Travel  
Art  
Food  
Animal  
Sustainability

## OTHER EXPERIENCE

### Bangladeshi Students' Organization, Malaysia

Organizational Secretary

Jul 2019 – Oct 2020

Planning organizational structure, creating ideas and corresponding between the executive body and general members of the organization

### Bangladeshi Students' Organization, Malaysia

Secretary of events

Apr 2018 - Apr 2019

Planning, organizing, executing, and managing events for the welfare of students of Bangladeshi community in Malaysia

## REFERENCE

### Adnan Talukder

Vice-Chairman

P N Enterprise

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adnan.talukder@pnecod.com

### Azian Ayub

Senior Manager

MNA Metal Resources Sdn Bhd

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azian@mnametal.com.my

### Tresa Siew

Chairperson

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