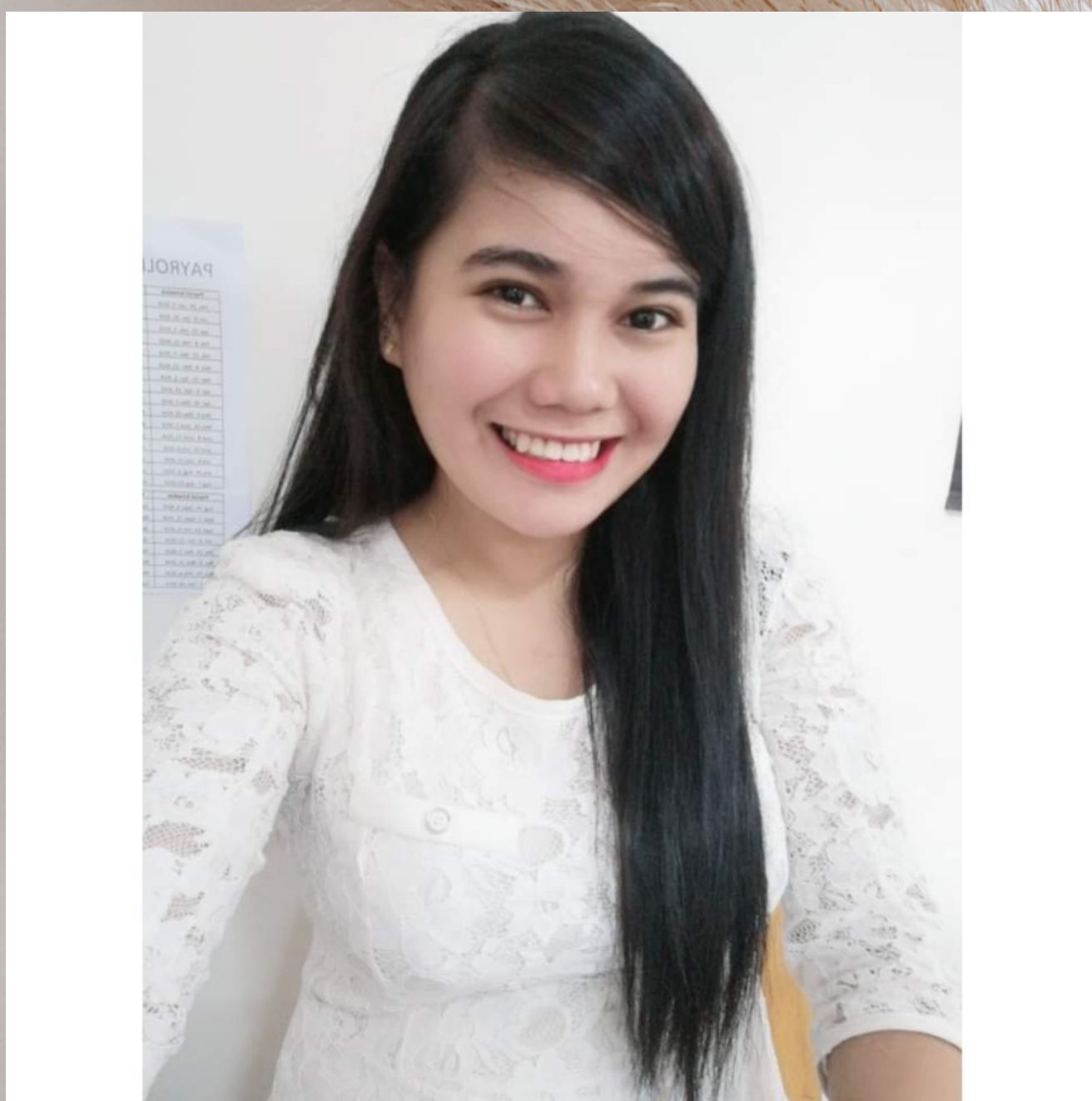


I ' M K A R E N



**Your Virtual Assistant &
Online Business Manager**

ABOUT ME



HI THERE! MY NAME IS KAREN MANGUBAT AND YOU CAN CALL ME "KAR" FOR SHORT. I AM A VIRTUAL ASSISTANT AND ONLINE BUSINESS MANAGER. I HAVE A FOUR YEARS OF PROFESSIONAL EXPERIENCE IN THE FIELD OF OFFICE ADMINISTRATION AND MANAGEMENT. I HAVE ALSO A EXPERIENCE AS CUSTOMER SERVICE ASSOCIATE IN A BIGGEST COURIER COMPANY.

I AM PASSIONATE ABOUT HELPING MY CLIENTS ACHIEVE THEIR BUSINESS GOALS BY IMPROVING EFFICIENCY AND TO PROVIDE MY CLIENTS AND BUSINESS PARTNERS A RELIABLE SUPPORT, AND TAKING OVER THE TEDIOUS ADMIN TASKS THAT TAKING UP THEIR TIME

I AM HERE TO HELP YOU BRING BACK THE JOY OF BEING A BUSINESS OWNER!

The background of the image features a collection of dried, pressed plants. On the left, a large, light-brown monstera leaf is partially visible. To its right and extending across the upper and lower portions of the frame are several tall, slender stalks of dried grass or reeds, topped with feathery, brown seed heads. The entire scene is set against a plain, off-white background.

MY SERVICES.

- **MARKETING**
- **SOCIAL MEDIA
MANAGEMENT**
- **APPOINTMENT
BOOKING AND
SCHEDULLING**
- **CHAT SUPPORT**
- **DOCUMENTATION**
- **GENERAL ADMIN**
- **INTERNET
RESEARCH**

TOOLS

USED



Google Drive

**INTERESTED? CONTACT
BELOW OR LEAVE ME A
MESSAGE.**



CALL

+639-452-21034



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KAREN MANGUBAT2019@GMAIL.COM



ADDRESS

**SOUTHERN LOOC, PLARIDEL
MIS OCC**



FACEBOOK

<https://www.facebook.com/nerka.miles2018>