

I ' M KAREN



**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!



**MY
SERVICES.**

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

TOOLS

USED

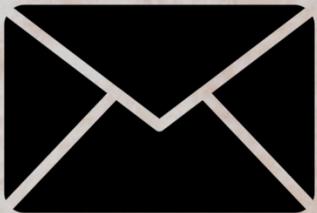


**INTERESTED? CONTACT
BELOW OR LEAVE ME A
MESSAGE.**



CALL

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MAIL

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ADDRESS

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MIS OCC**



FACEBOOK

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