



Angelica Sarmiento-Espinosa

AMAZON FBA
VIRTUAL ASSISTANT

📍 Ajman, United Arab Emirates

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💻 <https://angelicsarmiento27.wixsite.com/e-commerceva>

🌐 www.linkedin.com/in/angelica-espino

As a dedicated Amazon FBA Virtual Assistant, I can help your business to grow through the skills I have acquired in my completed Amazon Seller VA Masterclass

CERTIFICATIONS

- ASVA Masterclass- Nov. 2020 Amazonationph
- Amazon FBA PL Product Hunting and Keyword Research - Aug. 2021 Udemy
- Social Media Foundations - Nov.2021 Skillup by Simplilearn
- Inventory Management - Nov.2021 Filipino Institute
- Pay per Click Foundations - Dec.2021 Skillup by Simplilearn
- E-commerce Management - Dec.2021 Filipino Institute
- Purchasing and Procurement Basics- Dec.2021 Filipino Institute

WORK EXPERIENCE

ADMINISTRATIVE SECRETARY

Mazaya Consulting Engineers LLC Jan. 2016 - Present
Ajman, U.A.E.

- Supports the management with administrative task.
- Liaising with relevant organizations and clients.
- Provide job applicants as needed by the management under the instruction of the General Manager.
- Assist the Projects Manager in facilitation of tendering stage of new construction projects.
- Managing databases.
- Helps in maintaining office operation.

ADMINISTRATIVE ASSISTANT

Aurion Business Consultants Jun. 2015 - Dec. 2015
Dubai, U.A.E.

- Responding to clients inquiry by email and phone.
- Assist clients with their needs.
- Maintaining the office operation.

LISTING COORDINATOR

Rocky Real Estate LLC Nov.2014- Nov.2015
Dubai, U.A.E.

- Generates company's direct listings.
- Updates inquiries and coordinates with agents.
- Provides client's housing requirements as needed.

SOCIAL WORKER

Department of Social Welfare and Development Oct. 2012 - Mar. 2014
Manila, Philippines

- Managed cases of selected Filipino households for improved well-being.
- Coordinated with Local Government Units, community workers and key stakeholders for the facilitation of over-all program implementation
- Facilitated meetings, group discussions, assemblies in the community

CHARACTER REFERENCE

- Ahmed Srour-Accountant at Mazaya Consulting Engineers
Mobile No.:+971505080947
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- Saeed Mahad-Civil Engineer at Mazaya Consulting Engineers
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- Ranya M. Lablabong-Sales and Marketing Coordinator at Vibgyor Real Estate
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