



Marvic Miranda

Administrative Support Specialist

Objective

I aim to deliver top-notch administrative support to businesses, leveraging my skills and experience to foster their growth and expansion. With my experience, dedication and professionalism, I strive to contribute effectively to their success.

Work Experience

ONLINEJOBS.PH

May 2022 - August 2023

AMAZON PRODUCT RESEARCHER

- Product research using SellerAmp SAS, Keepa, and Tactical Arbitrage.
- Manual product sourcing.
- Data Entry in Google Sheets.
- Search website sales to find amazing deals.
- Storefront stalking.
- Dropshipping & acquiring products from suppliers.

DELOSANS CONSTRUCTION AND DEVELOPMENT CORPORATION

Apr 2016 - Jan 2022

OFFICE & ADMINISTRATIVE SUPPORT

- Registering HOA associations to LTFRB and managing HOA rules and regulations and monthly dues.
- Creating deed of sale, contract to sell, acknowledgment receipts, and all other company documents. (MS Word).
- Encoding company expenses. (MS Excel)
- E-filing of company BIR documents.
- Creating company payrolls. (MS Excel)
- Creating company ID's. (Photoshop)
- Renewing company legal documents.

Contact

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Education

Bachelor of Science in Information Technology

Nueva Ecija University of Science
and Technology

June 2012 - Mar 2016

Skills

Project Management



Market Research



Product Evaluation



Inventory Management



Communication Skills



Google Workspace

