

Girl Friday - Administrative amp Accountancy Services



Girl Friday Administrative & Accountancy Services
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Email. Girlfriday.lisarumbold@gmail.com

- **Administrative Support:** business plans, copy typing, audio notes, blogs, PowerPoint presentations, CV's, references, reports, newsletters, spreadsheets, data input, mailshots, diary management, tender preparation.
- **Bookkeeping / Accounts:** managing your invoices, purchase orders, expenses and PAYE, payroll management. Full knowledge of Sage.
- **Social Networking:** managing your social media accounts, such as Facebook, Twitter, LinkedIn.
- **Marketing: promoting:** selling products or services, including market research and advertising.

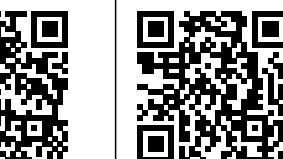
Location

South West, Isle Of Wight

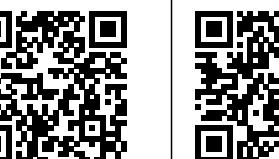
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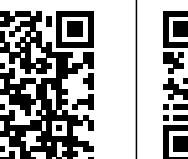
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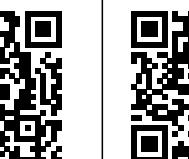
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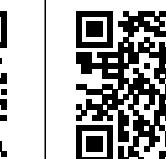


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