

## **Girl Friday - Administrative amp Accountancy Services**



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** https://www.freeadsz.co.uk/x-552254-z

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