

Office AdminBook Keeping Service



Location

South West, Hampshire

<https://www.freeadsz.co.uk/x-553236-z>



I am a highly motivated and self employed administrative person experienced in all major accounting software. Computer literate with years of experience in both the public and private sectors I provide an administrative service to both businesses and individuals. Whether you need holiday cover, a helping hand to balance your accounts or answer the phone, or a pile of data input that you never get round to then please contact me. I am happy to travel to your premises or alternatively work from my own home. My reputation is built on trust and discretion and you can rest assured that confidentiality is my priority at all times. I operate within a 20 mile radius of.



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