

VIRTUAL PA SERVICE, THIS NEW YEAR'S WORK MANTRA!

Saturday 12 January, 2013

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A service aimed to increase productivity

Men and women spend an extra day in their work week to get things done, according to a recent survey. In offices across the world, the one thing that increases stress is unorganised paperwork lying around. The bad news is, ignoring such office needs can work against the growth of the business and the individual and the good news is there is professional help in the form of virtual personal assistant services.

I run a personal virtual assistant service which is now a leading business in the metropolitan area. I have worked with several high net worth clients in the past and continue to offer my expertise to both growing as well as well-established business owners and individuals.

Office overhead expenses take up a significant portion of the expenditure. Designing a budget to meet these expenses can go down as an effort in vain because there are always miscellaneous expenses that are going to pop in the last moment and there is no way one can plan for these expenses. The best way to ward off such expenses and keep office expenditure to a minimum is trust a professional virtual assistant - which would be me.

One area where I promise to make a difference is the money spent on getting the office space organised. As I work from home, I can help managers save a huge amount of money on overhead expenses.

I offer a professional back office bureau service. In simple terms I can handle office and administration work for my customers. This will also cover lifestyle management. Full details are on my website.

My services have already helped companies cope with recession and channelize funds to help their business grow.

Savvy, ruthless and well-organised. I'm the Virtual PA you can't afford not to hire.

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