

# Admin By Debbie

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I'm Debbie, a skilled administrator and qualified bookkeeper working remotely as a Virtual Assistant, supporting small businesses with admin and bookkeeping by giving business owners more time to spend doing the things they want to do such as growing their business and generating income. I offer flexible help with everyday office needs or specific projects on an ad hoc or regular basis providing assistance at those times it is most needed. Here are some of the services I provide: All aspects of bookkeeping to include VAT returns and credit control Payroll Creating, maintaining and managing spreadsheets Creating, editing and formatting templates and documents PDF conversions, editing, merging or splitting Data entry Internet research Letters and mailshots Reports Email management Listing and categorising

expense receipts And more... please get in touch to see if I can help you with your requirements

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