



## ALL ABOUT ME

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Data Entry, Product Researcher & Inventory checker.  
at Home Based Virtual Assistant | Customer Service  
Representative

## SERVICES OFFERED

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### Customer Satisfaction

Managing Queries, over the Phone or  
Email,



### Making Business Partners

Great for requesting and negotiating  
contracts



### Scheduling Appointments

Making Travel Arrangements.  
Hotel, Transport, Food Caterers, And  
Laundry