

The Office Whizz

IT support

Axxia support

Secretarial services

*My job is to provide a fast, reliable and helpful service
I have over 25 years experience working in Legal offices*

- Do you need short-term office help?
 - IT support - IT training - Axxia support
 - Complicated documents that need creating or amending?
 - Secretarial services - fast, accurate typing
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IT services

- Helpdesk / problem solving / advanced Word skills / Microsoft Office
- Axxia case management system development and support
- IT training

Secretarial services

- Audio and copy typing (80 wpm)
 - Complex documents and forms
 - Proof-reading and editing
 - Letterhead and business card design
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FOR FURTHER INFORMATION PLEASE VISIT MY WEBSITE :

www.theofficewhizz.co.uk

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