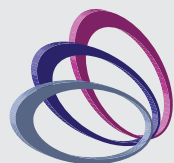


Abela Secretarial Services

## What makes Abela Secretarial Services different?

- Flexibility** I am available outside of normal office hours and I make every effort to be available exactly when you need me.
- Reliability** I provide a friendly and professional service, ensuring that I do everything I can to assist you and to meet your deadlines.
- Confidentiality** This is of course guaranteed on all assignments.
- Initiative** I make every effort to understand your business and will take the initiative, where appropriate, to help you achieve your objectives.
- Commitment** I am extremely dedicated and committed to supporting you to the highest standards at all times. I am passionate about my work and my clients - and I guarantee a consistently high quality service.

Please visit [www.abelasecretarial.com](http://www.abelasecretarial.com) for further information or call me, Shelley Abela, on **01622 210552** if you would like to find out more.



Abela Secretarial Services

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Website: [www.abelasecretarial.com](http://www.abelasecretarial.com)

## Professional Services for the Business Professional



Do you find you are so busy running your business, that you just don't have time to deal effectively with day to day administration and office tasks? If so, then you need a Virtual Personal Assistant.

Welcome to Abela Secretarial Services, a Virtual Assistant service which has been established to provide skilled and experienced admin support to directors, managers and business owners who do not require a full-time PA, but who do need the skills of a personal assistant or secretary from time to time. It's a convenient and fully-flexible support service which can be tailored to suit your exact business requirements - on an ad hoc, daily or monthly basis.

**"We use Shelley's services for around 20 hours per month and it's great to know that we have access to such efficient, proactive and time-saving support whenever we need it. I would definitely recommend Abela Secretarial Services to other companies who require similar services – and in fact, have already done so."**

Paul Harvey – Partner, Atlantic Bridge Ventures

[www.abelasecretarial.co.uk](http://www.abelasecretarial.co.uk)

## What are the benefits of using the services of a Virtual Assistant?

- Access to the services of a highly professional PA with many years experience at senior level.
- A cost effective alternative to temporary or permanent staff. You only pay for the hours worked or services provided. This can be as much or as little as you like - and you are not tied into any contracts.
- There are no additional overheads such as PAYE, National Insurance, holiday/sick pay, temp agency fees or even lunch breaks – and you don't have to deal with complicated employment or Health & Safety issues.
- Because a Virtual Assistant works remotely from his/her own premises, you don't have to pay for expensive office equipment, additional office space or staff training.
- Your Virtual Assistant will perform time-consuming admin tasks, freeing up your valuable time to concentrate on core business activities – and enabling home-based companies or sole traders to have access to the same office support system as a larger company.
- All assignments can be arranged by telephone, fax, post or email - minimizing the need for face-to-face contact and so saving you valuable time during the working day.

## Why choose Abela Secretarial Services?

With more than 21 years' secretarial experience, 10 of which were spent working as a personal assistant for senior staff members at Reuters and Goldman Sachs, I have gained a wealth of experience in assisting and anticipating the needs of the people I support. Some of my clients use my services for as much as 20 hours per month, whereas others simply call on me for ad hoc requirements and I am happy to support you in whichever way you need.

I am very flexible in terms of the hours I can work and in the type of activities that I undertake. In addition, I do not require any formal contract arrangement – and you only pay for the time that each item of work takes, which is managed using time-tracking software.

## What services are on offer?

I can assist with a wide range of PA and office administration services which would normally keep you from working on core business development and management tasks. This includes services such as organising meetings, diary management, planning and booking business travel and even managing conferences and corporate hospitality events. I can also assist with more personal tasks such as arranging delivery of gifts and sending reminders when important dates are approaching. Specific services include:

- **PA/Admin services** – diary management, meeting arrangements, travel/hotel arrangements, itineraries, event planning, telephone support and so on.
- **Book-keeping** – using Sage, Quickbooks or manually.
- **Credit control** – leaving you free to build customer relationships without any conflicting issues.
- **Word processing and audio transcription** – fast turnaround on all documentation, reports, spreadsheets, PowerPoint presentations etc., plus audio transcription from digital files or micro cassettes.
- **Virtual Receptionist** – telephone answering service with calls answered in your own company name. Free one month trial available.
- **Mail-merge projects** – setting up and sending out of MS Word-based mailings and letters from lists or Excel spreadsheets provided.
- **Mail-forwarding service** – enabling you to receive mail while travelling or out of the office for long periods.
- **Lifestyle management services** – for when you are too busy with work to think about all of life's other responsibilities!

## What my clients say...

"My business partner and I have been using Shelley Abela's services since April 2005 and she has made a huge difference to our company. The services she provides include looking after all of our meeting and travel arrangements and our every day secretarial needs, tracking expenses, managing diaries, arranging events for us and even researching and finding our new London office premises."

**Paul Harvey - Partner, Atlantic Bridge Ventures**

"I was moving from London to Beijing and I asked Shelley to help me deal with all the administrative and logistical issues of not only selling my flat in London, but also buying a new house and letting it out. She was incredibly efficient and I had 100% trust in her. To that end, we've managed to execute the transactions (including finding the house!) in less than 2 months, and I hardly had to spend any time on it at all. Given everything else that I had to deal with at work, I would never have got this done without Shelley.

I have known her when she was at Goldman Sachs, where she was absolutely one of the best assistants the firm had. The service that she provides now has the same hallmark of excellence and integrity that you would expect. I cannot recommend her highly enough."

**Tai-Ran Niew - Executive Director, Goldman Sachs**