



not just
nine2five

Your personal PA online

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An Efficient Business, Without The Stress!

Running a business can be stressful work; trying to balance your clientele, whilst keeping all your relevant administration and paperwork up-to-date. However, this needn't be the case, as Insight has found one way to distribute the extra workload, without having to worry about a thing - Not Just Nine 2 Five!

This fresh, new company provides you with vital support, whilst you focus on growing your business. Not Just Nine 2 Five offers a range of virtual services in administrative support, including PA support, data entry, invoicing, and much more.

This innovative business has grown from strength to strength, so we spoke to the brainchild, Sarah Patel to find out more...

How did the idea come about?

"I had a successful professional career at the head office of a market leader in the retail industry for over 10 years. Whilst on maternity leave, I felt that I wanted to further my career so I decided to list everything I loved about my job. I soon realised that my expertise and knowledge could be of use to many businesses. So, I started to do some research, generated some ideas and came up with the idea of supplying virtual business support. I've already received a lot of positive feedback and have gained a diverse client base for which I have produced a range of work including, setting up a new business management system, reports and databases, CVs and transcripts."

How do you help a business?

"The company provides virtual support for small to medium businesses by taking over the peripheral functions. It is a cost effective

way to gain additional support without employing someone full time. It will allow them to focus on the running their business and give them back the valuable time to capture more opportunities.

I offer a variety of different services, yet if your requirements are not listed on my website (www.notjustnine2five.com), I will be more than happy to discuss your needs and can usually accommodate. I am also happy to sign any confidentiality agreement and would like reassure clients that their information is not handed to any third parties and only I will be handling work passed on."

What can you bring to a business?

"I have over 10 years experience and have developed confidence in identifying and prioritising problems in order of importance and impact to a business. I am also very computer literate, and familiar with most systems and programmes. I give clients what they need, working to their format and go out of my way to achieve quality work for each and every client."

Why should businesses use you?

"I am professional, friendly and trustworthy. My clients know that if I say something has taken you two hours to do then it will have. They will benefit by :-

- improving their profitability through greater efficiency,
- enhancing their client experience through personal care and attention,
- delivering professional representation and image,
- supporting the everyday business in many ways.

I can give clients a detailed quote within 48hrs, which includes analysis and a break down of what exactly the work will entail."

For more information contact Sarah:

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