



Admin & Customer Support | Virtual Assistant | EN/PL

ABOUT ME

Experienced Admin & Operations Specialist with a background in recruitment, customer support, and data management.

Reliable, detail-oriented, and focused on delivering accurate and efficient support.

KEY SKILLS

Data Entry
Customer Support
Administrative Support
Microsoft Excel
CRM Systems
Organisation & Communication
English & Polish (Bilingual)

SERVICES

Admin & Back-Office Support
Customer Support (chat & messaging)
Data Entry & Data Processing
CRM & Database Management
EN ↔ PL Translation

WORK EXAMPLES

Data Entry & Excel – Structured spreadsheets, formulas, dashboards
Data Cleaning – Clean and organised raw data
Payroll – Salary calculations and deductions
Customer Support – Clear and professional communication
Translation – Accurate EN ↔ PL translations

Available for freelance work

| Flexible | Reliable | Quick turnaround