



# YOUR ADMIN REMOTE TEAM

*Upscale your business with trusted partner.*

**do**smart



## OUR SERVICES

### ADMINISTRATION

virtual assistance  
customer support  
front desk office  
scheduling & planning  
office operations  
data entry



### FINANCE

sales & purchase invoices  
bank operations  
payment control  
budgeting  
reporting

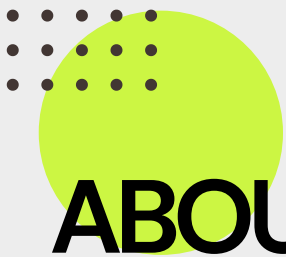


### BRANDING

marketing materials  
brand identity  
event organization  
visual content



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# ABOUT US

DoSmart was created out of 13 years experience in all-round administration and finance assistance. We have been effectively supporting international companies providing solutions in their challenging assignments. We are specialized in remote hands-on the daily tasks, temporary concepts and long-term projects. Based in Belgium, operating globally - we simplify excellence in B2B services basing on expertise, 'know-how' and technological tools.

*immersion + impact + innovation = DoSmart*



## THE FOUNDER

Holder of master diploma in business administration and bachelor's degree in HR management. Her professional career includes corporate teams of Credit Suisse, University of Antwerp or International School Sport Federation. Speaks English, Dutch and Polish. DoSmart is a combination of the first name and the overall strategy of smart working.

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# OUR VISION

Our goal is to provide complex B2B support in administration, operational finance processes and unique marketing portfolio. So that you can effortlessly focus on core activities of your business.

Experienced in remote working, we will boost the productivity of your team at any place in the world. In our performance we emphasize quality over quantity and prioritize efficiency, flexibility and individual approach.

Clear goals, visible progress, real results.

## LEARN MORE, IF

- you spend too much time on admin and operations
- you need instant support in meeting project deadlines
- you have no reliable link between you and the accountant
- you want to (re)brand or scale-up your enterprise
- you think about consistent outsourcing

*Boosting your efficiency, elevating growth.*

*do*smart

# WHY CHOOSE US

Operating internationally over the years gives us broader understanding of client demands and current trends in business. We deliver each assignment from A to Z settling clear objectives, providing transparency in the progress and concrete outcomes. We use various tech solutions to increase efficiency in our performance.

Your success is our goal. Choose smart with DoSmart.

## WHAT THEY SAY ABOUT US

*'Highly proactive and reliable with strong admin and accounting skills. Managing complex tasks, delivering high-quality work within deadlines. Professionalism, dedication, diplomacy and respect to confidentiality.'*

*'Reliable, diligent and proactive professional who thrives in demanding environments. Excellent interpersonal skills, effectively managing stakeholders, including senior leadership. Valuable asset to any team.'*

*'Consistently deliver results efficiently and contribute positively to team dynamics. Clear communication, pragmatic attitude.'*

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# GET IN TOUCH



[www.dosmart.be](http://www.dosmart.be)  
[hello@dosmart.be](mailto:hello@dosmart.be)

We do our best to reply each inquiry within 24 hrs.  
Our Instagram profile:



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