



**SUPPORTO
PROFESSIONALE,
PRECISO E
AFFIDABILE PER
IL TUO STUDIO**



We offer integrated front office **solutions** for professional **firms and data entry** services for accountants and auditors. With us, you gain professional, fast, and accurate support.



www.eliteinternationalservice.al



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+39 800200054

Contact

Elite International Service

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Data Entry

- Invoice Recording
- Bank Statement Upload
- Update Accounting Records
- Payroll Recording
- VAT Recording

Our Vision & Mission

We support **professional firms, accountants, and auditors** with customized **front office** and **data entry** services. Our goal is to **simplify** daily **operations** through qualified teams, **secure technologies**, and **efficient processes**, ensuring cost savings, flexibility, and measurable quality.

Front Office




- **Customer Support**
Inbound call and email management: prioritization, escalation, and shared knowledge base.
- **Reception & Administrative Support**
Call routing, appointment scheduling, calendar management, messages, and callbacks. Dedicated number or integration with your PBX/VoIP.

- **Back-Office Light**

Data entry, CRM updates, document dispatch, and operational reporting

- **Administration and Accounting**

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