

Business Services Portfolio - Personal Assistance and Translation

At Grupo Si Global, we are committed to providing high-quality services to meet the needs of our clients. We specialize in Personal Assistance and Translation, focusing on helping our clients optimize their time and resources while ensuring reliable and efficient service.

Our work philosophy is based on order, discipline, and a constant commitment to achieving goals in a satisfactory manner. We believe in combining intelligent work with continuous effort to be the best option in the market.

Services

Personal Assistance and Translation (Bilingual Spanish-English)

Services:

- **Agenda management:** Coordination of meetings, reminders, and efficient planning of activities.
- **Administrative support:** Organizing documents, writing emails, and creating professional presentations.
- **Real-time translation and interpretation:** Assistance in virtual or in-person meetings to eliminate language barriers.
- **Travel coordination:** Booking flights, accommodations, and planning international itineraries.

Benefits:

- **Time optimization:** You focus on what's important, and we handle the rest.
- **Bilingual support:** Facilitates communication with international clients, partners, and suppliers.
- **Confidentiality guaranteed:** Total protection of your information and documents.
- **Personalized attention:** Tailored solutions based on your specific needs.



Polonia: ul. Świętego Mikołaja 8/11 lok. 208, 50-125 Wrocław



Colombia: Calle 54 # 45-58 Oficina 309, Edificio Centro Caracas II, Medellín

WhatsApp +57 301 724 1640

email: suport@gruposiglobal.com

Web site: www.gruposiglobal.com







Methodology

Our approach combines intelligent work with constant effort to provide high-quality solutions. We base our process on order and discipline, enabling us to achieve objectives efficiently and satisfactorily. Our commitment is to be your best option in the market, offering reliable, organized, and success-oriented service.

Call to Action

We would love the opportunity to schedule a meeting to present our services in detail and explore the best way to collaborate. It would be a pleasure to discuss your specific needs and offer solutions that will help grow your business.

Please feel free to contact us to schedule a conference or address any questions.

-  Polonia: Viber: +48 662 346 710 (English o Español)
-  USA-CA: +1 528 552 0274 (English o Español)
-  Colombia: WhatsApp: +57 301 724 1640 (Español)
-  Email: doib@admin.gruposiglobal.com
-  Website: www.gruposiglobal.com

