

## Annie of Asset Folio

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Company News



“Asset Folio Behind the Scenes” - who are we and what we really do. Part 2.

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Married to Anthony and a proud mother of two young children, Annie Banjawan is Asset Folio’s administrator, receptionist and the executive assistant to Tom, Roberto and Mark. Annie’s experience in Marbella real estate goes back 15 years - she met Tom way back in 2001! All three directors were delighted when Annie became Asset Folio’s first employee.

Annie knows everything about everything within Asset Folio! She manages the day-to-day operations of the office, plans and schedules meeting and appointments, but more than anything, she lifts the spirit of the team with her kindness, care and lighthearted sense of humour. Her warm and easy personality combine with her professional assertiveness and sharp wit.

### What do you do at Asset Folio?

I make sure the office runs smoothly and that everything is where it should be when it should be there. Whenever someone needs anything I am the one to coordinate it. This is my job basically - to give our people what they need to serve our clients. It includes everything from driving to the advertising agency for Roberto to pick up brochures for our

Azure project, to booking meetings, paying traffic fines (!) and even sorting out hotels for our clients or parking spaces for our team.

**What do you like about your job?**

The challenge of each day. No day ever looks the same and this is what makes it interesting. There are some aspects of the business that we feel could be done better and so my job has always been to make things work more smoothly. Whenever we've got something wrong I am asked to fix it and those tasks are my favourite.

**What are you known for in the office?**

I would probably say that it's those little-big things like implementing a 'no swearing' rule in the office. I love working in an ethical environment and I believe in having a healthy and positive energy all around us.

**What sort of people do you usually get to deal with?**

I'm on a switchboard so all enquiries from suppliers, clients - those buying, selling or wanting to rent go through me first. They can be international clients or local vendors, and so the ability to speak two languages fluently is absolutely crucial.

**What do you like about AF?**

Definitely the people I get to work with. They are considerate, understanding and generally pleasant, good human beings. We are friends as well as colleagues and we sometimes go for Friday wind-down snacks and drinks, or dinners to celebrate a festive season, or just spend some time with each other outside of the office.

**What do you like about Marbella?**

It is the diversity of it. It's one of the most cosmopolitan places on the planet. I have been here for over 17 years and I just don't seem to be getting bored of it.

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