

VA-Biz

YOUR OFFICELESS BACK-OFFICE



Hello.

We are VA-Biz.

We are a fast-growing team of people passionate about Data, Lead Generation, Customer Service, Bookkeeping, and Admin Support. We help some of the most innovative startups in the world with Data Entry, Data Collection, Data Moderation, Data Cleansing, Research, Administration, Lead Generation, Live Chat Support, Email Support, Social Media Management, Shopify, and much more. We provide remote support to all our clients. We have our own office to operate and you don't need to give us office space to work. All of us are well educated and experienced some of us are Chartered Accountants, Engineers and Masters in Commerce.

Our clients include the top leaders in E-Commerce, Food Supply, Drop-Shipping, and Real Estate we value their trust deeply and take the responsibilities very seriously.

OUR SERVICES

Bookkeeping

- Accounts receivable
- Accounts Payable
- Bank & Credit card reconciliations
- General Ledger
- Invoicing and Billing
- Setting up & Implementing books of accounts
- Payroll

Admin Assistance

- Data Entry & Research
- Lead Generation
- Travel & Diary Management
- Maintaining employee time logs
- Email Management
- Social Media Management
- Marketing
- E-commerce stores Management
- Menu Creation & Mapping

Customer Service Representative

- Live Chat Support
- Social Media Support
- Email Support

Marketing

- Email marketing
- LinkedIn Outreach





APPS & TOOLS KNOWLEDGE



BOOKKEEPING

- Xero
- Quickbooks -
Online & desktop
- Zoho
- Kashflow
- Kashoo
- MYOB
- Freshbooks
- Waveapps
- Tally ERP
- Google sheets

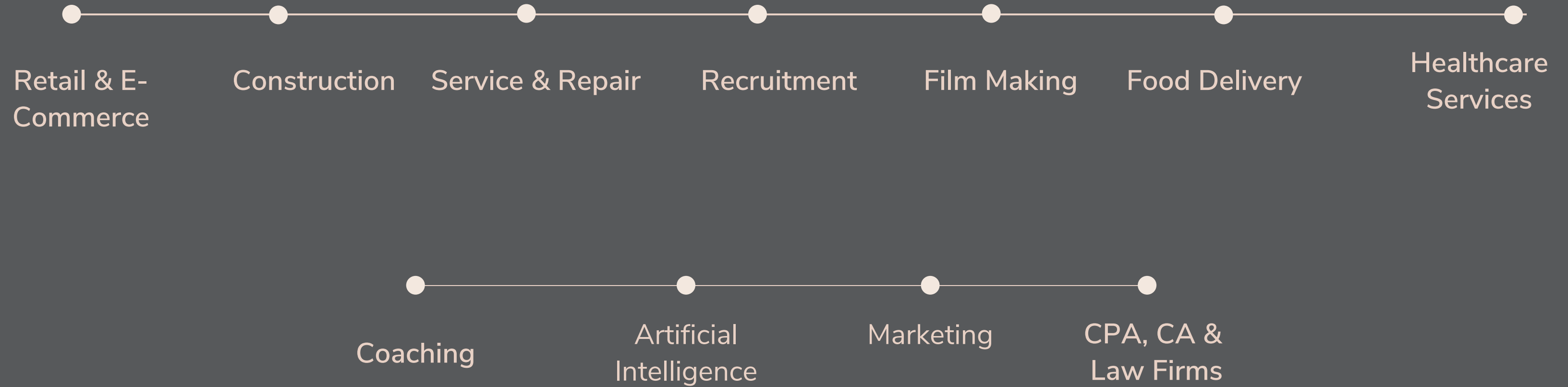
ADMIN ASSISTANCE

- All E-com stores -
Amazon, etsy, e-
bay, Shopify
- Wordpress, wix ,
- All social media -
FB, IG, Linkedin,
- CRM - Zoho,
hubspot, agile
- Orderout
- Postman

CUSTOMER SERVICE

- Zendesk
- Freshdesk
- Intercom
- Gorgias

INDUSTRY EXPERIENCE



How We Work with our Clients



Communication is the key

While working in a Virtual world, communication is the key. We communicate very clearly & in a timely manner with clients. We also set realistic deadlines & specify hours dedicated to a particular client.

Reliability

Our experts understand the importance of confidentiality while handling sensitive data. We safeguard the secrecy of the data with greatest care so as to entail best quality output in record time for our clients.

Follow-up

Follow-up after delivering work to the client is equally important to us as client satisfaction is the ultimate goal.

Few reviews from our clients



Indian
Johnson

Megha is a hard worker and very proactive. She was always on top of tasks and initiatives. She was a pleasure to work with and talk to. She knew a lot about social media marketing and LinkedIn marketing, which were the areas I needed help in.



Aidan
Whytock

Megha has been supporting me remotely on the administration front for several months now. She's well educated, highly skilled with Excel and research. Her communication skills are very good and she's a pleasure to deal with. She's also pro-active in suggesting alternate solutions. I recommend her to anyone needing admin support, excel support, research support and team management.

More available on request

Get in
Touch

MEGHA.M@VA-BIZ.NET