# Virtual Assistant Sevices

1. Accounting and finance management
   1. Book keeping
   2. Pay role processing
   3. Invoicing
   4. Customer billing
   5. Expense management
   6. Pricing research and comparisons
   7. QuickBooks
   8. Bank reconciliation
   9. Accounting data entry
   10. Utility bill payments
   11. Online and bank transfer sheets maintenance
   12. Payment follow up
2. Appointments
   1. Calendar management
   2. B2B / B2C appointment setting
   3. Client visit appointment
   4. Making Business and personal reservations
   5. Invitations
3. Research and analytics
   1. Web or internet based links updating
   2. Charts and graphs analysis
   3. Creating graphs and charts
   4. Product or service research
   5. Monitoring and competitor facts research
   6. Travel and vacation
   7. Customized research
4. Curriculum vitae/ Resume
   1. Updating your CV
   2. Creating CV
   3. Finding jobs
   4. Applying for jobs
   5. Update on interviews related to your work field
5. Website creation and maintenance
   1. Develop new website(web designing)
   2. Latest updates
   3. E-commerce solutions
   4. Shopping cart creation
   5. Online data base
   6. Data base networking creation
   7. Hosting and management services
6. E-mail and chat support
   1. Managing and sending out emails(unlimited)
   2. Answering queries via email
   3. Customer support
   4. Sending follow up or reminder emails
   5. Ticket based email management
   6. Online chat for your website
7. Customer relations management
   1. Follow up calls to your clients
   2. Customer satisfaction survey
   3. Mystery shopping
   4. Capture , storage and analysis of customer information
   5. Managing CRM database
   6. Quotation and sales order management
   7. Maintaining service records
8. Paralegal tasks
   1. Document preparation assistance
   2. Legal transcription
   3. Contract and agreement preparation
   4. Record entry
   5. Document creation and formatting
   6. Paralegal nurse consultants
9. Sales and marketing
   1. Lead generation
   2. Telemarketing
   3. Direct mail/ E-mail follow up
   4. Visitor invites-trade shows, events
   5. Marketing List generation
   6. Marketing plan preparation
   7. Incorporating newer strategies
   8. Email marketing
   9. Internet marketing
10. Data base creation and management
    1. Basic / complex data base creation
    2. Web based data base creation
    3. Record/ entry sorting
11. Transcription service
    1. Dictation, interviews, business meetings
    2. Conference calls, focus groups, press briefings, lectures
    3. Radio shows, penal discussions, seminars
    4. Legal , medico-legal, medical transcriptions
12. Health care services
    1. Medical billing
    2. Medical coding
    3. Medical claim processing
    4. Patient record maintenance
    5. Patient follow calls
    6. Maintaining case studies records
    7. Making/ updating the OPD forms
    8. Maintaining record of patients visits
    9. Maintaining details of the patient, past medical history etc
13. Security services
    1. CCTV monitoring
    2. 24 hour support of monitoring
    3. Home security camera monitoring
    4. Billboard camera monitoring
    5. Store security camera monitoring
    6. Web and phone based investigation
    7. Background screening
14. Recruitment services
    1. Creating an posting jobs on website
    2. Sorting out cv's/ resume
    3. Interview scheduling
    4. Employee background screening
15. E learning
    1. Corporate training
    2. Product demonstration
    3. E tutor for school students
16. Spread sheets and presentation
    1. Excel spread sheet -creating, updating
    2. Professional power point presentations
    3. Flash presentation for websites
17. SEO and PPC
    1. Search engine optimization of your website
    2. Help you to get high ranking for your websites
    3. Pay per click campaign management
    4. Key word research
    5. Optimizing according to the budget for web promotion
18. Research and analytics
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    2. Charts and graphs analysis
    3. Creating graphs and charts
    4. Product or service research
    5. Monitoring and competitor facts research
    6. Travel and vacation
    7. Customized research
19. Personal Tasks
    1. Any type of personal tasks commonly:
    2. Correspondence with friends & Family
    3. Birthday/Anniversary reminders and gift & card sending
    4. Dinner Reservations, other reservations
    5. Travel and Vacation Planning
    6. Organizing events
    7. Household tasks help
20. Market research
    1. Manage and make new policies for your products
    2. Studying growth of various areas related to your campaign
    3. Pricing, product development and formulating newer strategies
21. Call answering 247
    1. Virtual reception with your company's welcome message
    2. Message taking
    3. Customer services
    4. Order taking
    5. Call taking & then transfer to your number
    6. Interview schedules
    7. Product and services information
22. IT support and software development
    1. Network and website monitoring
    2. Custom software development
    3. Network management
    4. It infrastructure monitoring