**Page 1: home page**

* About
  + Who we are
  + What is our goal

You want to develop your business? You want a strong presence on social media because all your customers hang out there? You understand its importance and the potential it packs in terms of bringing new business? You understand the importance of increasing brand awareness? You understand the importance of training your employees?

But who has time for that, right? Creating forms, Contents, Managing social media effectively can take time out of your day when you know you could invest elsewhere.

We definitely get you. Let us handle that for you so you’ll get back to do what you do best… Running Your Company!

* Services offer
  + Documents
  + Marketing
  + IT services

**Page 2: Documents**

* Finance forms
  + Invoice and Receipts
  + Income statements
* Business forms
  + Business plan
  + contracts & policies
  + human resources
* Legal documents
  + lease
  + agreements

**Page 3: Media services**

Our marketing services are a part of the overall strategy that we offer our clients to expose their services, events and products.

* Design
  + Flyer design
  + Logo Design
  + Brochure
  + Posters
  + business Cards
  + infographics
* Content management

Social media management is no rocket science, but it does require methodical work; therefore, we will assign a community manager who will create posts, actively engage your community on all the social platforms and on a regular basis. You’re going to work with someone who knows what they’re doing!

* + Our management strategy includes:

First, we create your content strategy and publish that content on your social outlets.Followers who interact with that content will be engaged followed by spreading the media further through paid and earned channels.Every week we will review the content strategy, analyse data points and make required changes.

* + - Your social media will be managed by a dedicated professional Social Media Community Strategist.
    - Crafting Content That Fits Your Branding & Voice.
    - We customize the content on your social outlets to both deliver your messaging and interact with fans and followers in a special way, your way!
    - Social Media Outlet Analytics and Performance Reporting.
    - We will track which posts increased interactions and engagement so we’ll be able to craft more like them
    - Social Business Page Creation with Cover, Profile Image and Messaging.
    - In case you don’t have one, we will create for you a page from scratch!
    - Targeted Social Media Campaign Management Across All Platforms.
    - We’ll run social media campaigns to increase your user base and keep them sticky!
    - Providing Services on All Social Platforms Including: Facebook, Twitter, LinkedIn, Google Plus, Instagram, Crafting dedicated posts to each and every platforms

**Page 4: Training**

We provide basic training for job seekers and workplaces which want to train their employee

* Software training
  + Excel
  + Powerpoint
  + Microsoft office
* Business training
  + time management
  + communications and teamwork
  + management and leadership
  + project management