



LET US **TAKE CARE** OF
YOUR TASKS WHILE YOU
MAKE THE **MOST OF**
YOUR LIFE

CALL US FOR **COMPLETE**
ADMIN ASSISTANCE
SOLUTIONS!

1.516.717.2049



BACK OFFICE

- Data Entry
- PDF Editing & Creating
- Word Processing
- Audio File Editing
- Video Surveillance Monitoring



WEB PUBLISHING

- Blog Posts
- News Letters
- Social Media
- Article Submission
- Commenting & Linking



HUMAN RESOURCES

- Recruitment
- Applicant Screening
- Candidate Sourcing
- Job Search
- Resume Search



SECRETARIAL

- Appointment Fixing
- Follow Ups
- Reservations
- Documents/Presentations
- Calender Management



WEB RESEARCH

- Data Mining
- Data Research
- Data Collection
- Data Extraction
- Web Scraping



CUSTOMER SUPPORT

- Inbound
- Outbound
- Get Quotations
- Web Live Chat
- Email Support

TESTIMONIALS

*"Velan Info... Your Virtual Assistance is the way to go!
Velan Info help assist to making my work day move
smoother. Thank you for helping our company grow!!"*

- Shawna Carroll, Washington, DC

- ▶ Excess workload?
- ▶ Behind with your errands?
- ▶ No time to focus on core business?
- ▶ Need peace of mind?
- ▶ Engaged with paper work?
- ▶ Working after hours & weekends?

Hire a VA from our **PROFESSIONAL TEAM**
to make your **LIFE EASIER!**



CALL 1.516.717.2049 FOR A FREE CONSULTATION

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www.velan-virtualassistants.com