

# KEY POINT

"One step closer"

## SERVICE OFFER

- Administrative Skills
- Data Entry
- Transcription

## VISION

To be needed by online entrepreneurs in implementing and planning strategies for success.

## MISSION

Assisting and providing the needs to virtual assistance in appropriate services offer leading clients satisfaction.

## BUSINESS HOURS

Wednesday to Sunday  
8:00 p.m. (PH Time)

## GOAL

Sort things out one step at a time to fill up empty needs.



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**LOCATION:**  
Malabon, Manila



**CONTACT PERSON:**  
Keysha Base Sampang

## TARGET MARKET INFO

**Dominant Gender:**

-Women

**Age range:**

-25 to 55 years old

**Locations:**

-Philippines, Canada or US

**Time of engagements:**

-8:00p.m. (PH Time)

## COMPETITIONS

- Work on time
- Honesty and commitment
- Accepting feedbacks
- Focus

## LOGO DETAILS

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## KEY POINT CONTENTS COLOR PALETTE



#ffd159



#000000



#ffffff

## KEYWORDS

**Main-** online personal assistant, data encoder online job, virtual assistant, hire virtual assistant

**Related-** freelance project online, online entry jobs, work from home, freelance virtual assistant, freelance hiring, looking for virtual assistant