



Business Consulting
Virtual Assistant Services
Kamwokya, Uganda
+256 704 188 127 / 780 545 636
hr.business477@gmail.com

Core Virtual Assistant Services

At **Business Consulting Virtual Assistant Services**, we provide reliable and efficient administrative support designed to simplify your workflow and enhance productivity. Below is an overview of our **core services** and how each one works in practice.

1. Email & Inbox Management

Keeping your inbox organized is key to staying on top of business communication. We handle your emails professionally by:

- Filtering and sorting messages into priority folders.
- Drafting and sending responses on your behalf based on pre-agreed templates or tone.
- Flagging urgent or high-priority items for your immediate attention.
- Creating rules and tags to automate repetitive sorting.

You'll always have a clean inbox and peace of mind knowing no important message is overlooked.

2. Meeting & Appointment Coordination

We ensure your meetings are seamless, timely, and productive from start to finish. Our process includes:



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- Collecting details (purpose, participants, preferred times).
- Scheduling and confirming meetings via calendar invites.
- Preparing detailed agendas and sharing them beforehand.
- Managing Zoom or Google Meet links, or booking in-person venues.
- Sending reminders and follow-ups after each session.

After every meeting, we share concise summaries highlighting decisions, action items, and next steps — so you stay organized and informed.

3. Document Preparation & Management

We handle all your professional documentation needs to ensure clarity, accuracy, and presentation.

This includes:

- Drafting and formatting letters, reports, and presentations.
- Designing templates for proposals, invoices, and company documents.
- Editing and proofreading for professional tone and accuracy.
- Maintaining a digital filing system for quick retrieval.

4. Data Entry & Record Keeping

Accuracy and confidentiality are at the heart of our data management services.

We assist with:



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- Updating spreadsheets and CRMs.
- Entering and verifying data for consistency.
- Maintaining financial, HR, or operational records.
- Backing up important files and tracking updates.

You'll benefit from up-to-date, reliable records that make reporting and decision-making easier.

5. Travel & Event Planning

From travel logistics to event coordination, we make planning simple and stress-free. Our team handles:

- Booking flights, hotels, and transport.
- Preparing detailed itineraries.
- Organizing events, workshops, or conferences (virtual or physical).
- Coordinating vendors, venues, and catering as needed.

We handle every logistical detail so your travel or event runs smoothly and on schedule.

6. Supplier & Client Liaison

We act as your professional link between clients, vendors, and partners. Our support includes:



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- Managing routine correspondence and inquiries.
- Following up on pending communications.
- Maintaining contact databases and relationship logs.
- Ensuring timely feedback and updates are shared with relevant parties.

This service helps you maintain strong business relationships while freeing you from day-to-day coordination.

7. Basic Bookkeeping Support

We offer light bookkeeping support to help you stay financially organized.
This includes:

- Preparing and recording invoices.
- Maintaining petty cash and expenditure records.
- Tracking payment receipts and follow-ups.
- Generating simple summaries for reporting or accounting.

Your records will always be clear, current, and ready for your accountant or audit reviews.

Why Choose Us

- Professional and Confidential Service



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- Personalized Support Tailored to Your Business
- Reliable Communication and Timely Delivery
- Affordable Ugandan Shilling Packages

Let us handle the details — so you can focus on growth, strategy, and success.