



FIBE AUDAL

EXECUTIVE VIRTUAL ASSISTANT



- **Contact Info**

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MISSION

- To provide exceptional administrative support and strategic assistance to executives, entrepreneurs and business professionals so they can focus on their main responsibilities that they may achieve their goals.

VISION

- To become a dependable partner and priceless asset by giving clients efficient, reliable, quality and proactive support for the success of their company.

GOAL

- To become an effective helper and lessen the workload of the clients by delivering high quality work and provide exceptional customer service.

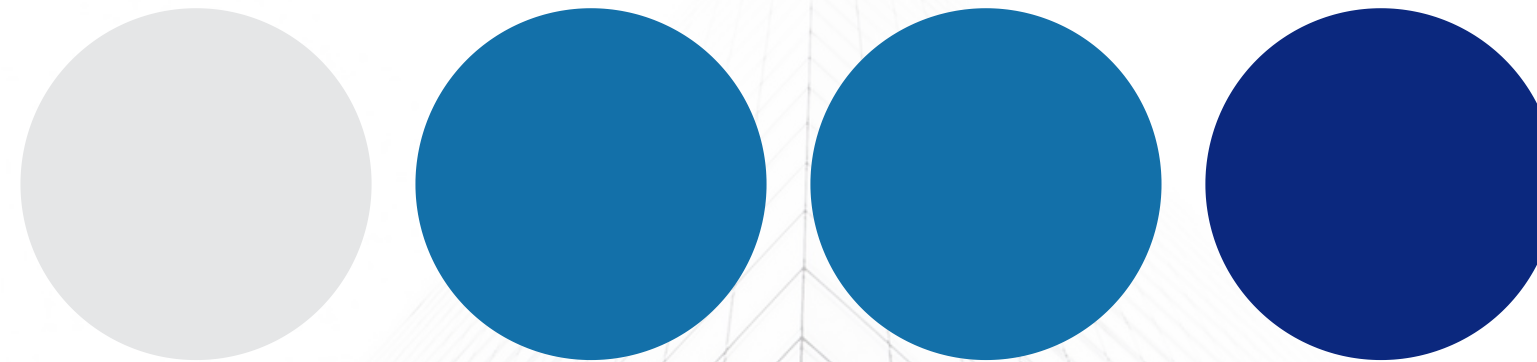
TAGLINE

"Work smarter and let your business go further with your VA partner."





LOGO DETAILS



Montserrat Classic, Bebas Neue, Agrandir Tight Medium/Italic

Focused Keywords

Executive Virtual Assistant
Virtual Administrative Assistant
Bookkeeping VA
E-commerce Virtual Assistant
Shopify Virtual Assistant
Remote Virtual Assistant
Bookkeeper VA
Virtual Admin Assistant
Filipino Virtual Assistant
Virtual Personal Assistant

NICHE, SKILLS & TASKS.

Virtual Assistance | Ecommerce Specialist



Main services

- Virtual assistance, website manager, email management, customer service support, office and administrative assistance, ecommerce manager, basic bookkeeping, inventory management, calendar management, social media management.



Sub Services

- Online research, graphic design, data entry, SEO, editing & uploading website contents.

