

Business Branding Template

Name of Business: Godsend Virtual Services

Address: Tacloban City.Leyte

Contact Number: 0936 534 2967

Email Address: bernalynpadrigano1988@gmail.com

Contact Person: Bernalyn P. Padrigano

Vision:

To become the top & virtual stellar assistance provider worldwide.

Mission:

To work with our clients with Godly attributes & results-driven solutions.

Goal:

At Godsend Virtual Services, we aim Godly work-life balance to sustainable success for our clients.

Tagline:

Your success is our business top priority.

Godsend

VIRTUAL
SERVICES

Logo details

Font: Playlist Script(Main font) and Inter

Shape: Acrylic Jelly Paint Stroke

Color: #f7838d, #2ee6e3 and #000000

Services / Product Offered: Virtual Assistant Jobs.

Days Open : Monday - Saturday

Hours Open : 8:00 AM - 5 PM

Target Market Info: All Clients needing virtual assistance worldwide.

Keywords:

Main Keyword: Virtual Services

Supporting Keywords: Virtual jobs, Online freelancing jobs ,
Skilled virtual assistant , General Virtual assistant , Filipino virtual assistant ,
Virtual administrative assistant, Transcriptionist , Online jobs,
Virtual bookkeeper , Admin support

By: Bernalyn Padrigano

Godsend

VIRTUAL SERVICES

FC - Portfolio 1

1. What are your chosen niches?

- Administrative/Virtual Assistant
- Bookkeeper
- Transcriptionist

2. What are the tasks you can do?

Main Service: Administrative/Virtual Assistant

Sub-Services: Managing Finances, Administrative work, social media management & email management.

Main Service: Bookkeeper

Sub-services: Preparing Cash Flow statements, preparing financial reports, performing payroll administration duties, and filing tax returns.

Main Service: Transcriptionist

Sub-services: Listen and type recorded or live audio files and convert into text format.