

BESO

Unlimited

EXECUTIVE VA SERVICES LIST



Administrative Support

Inbox & Calendar Management

Keep your day organized with scheduled meetings, reminders, and a clutter-free inbox

Document Creation & File Organization

Templates, contracts, client forms, and Google Drive set-ups

Data Entry & Research

Reliable research and accurate input for client lists, products, or vendor info.

Manages both business and personal tasks, and handling confidential responsibilities.

- Provides confidentiality
- Time prioritization and complex-task management



Client Relations & Communication

Client Follow-Up & Reminders

Seamless communication with clients, leads, or collaborators.

CRM & Contact Management

Update contact records and keep track of client communications.

Seamless communication with clients, leads, or collaborators,



Social Media Support

Scheduling & Planning

Weekly post scheduling using tools like Buffer, Later, or Meta

Engagement & Monitoring

Like, comment, and respond on your behalf to grow your community

Canva Graphics & Captions

Weekly post scheduling using tools like Buffer, Later, or Meta