



# Turtpart

MAKING YOUR BUSINESS EASY



## **- Your Virtual Assistant**



# ABOUT US

We are a business solutions initiative aimed at providing virtual personal assistant services to entrepreneurs and company owners.

Our target customers are people working full-time jobs with side hustles, small/medium scale enterprises and entrepreneurs.



# OUR MISSION

Our mission is to aid entrepreneurs gain maximum profit by doing their business with little office costs. We provide every service an administrative officer, company secretary, customer service officer, company representative and executive assistant would provide and more. Our core ideals are quick delivery of services, diligence and integrity.

# ADMINISTRATIVE SERVICES

**Bookkeeping-** we know lots of small businesses find it difficult to keep accounts of income and expenses. We have tools that will manage that for you seamlessly.

**Calendar Management And Travel Arrangements-** We can manage your calendar, remind you of your engagements, Make travel arrangements for your trips including car hiring, flight booking and hotel booking.

**Preparing Reports And Presentations-** we can handle your report writing and power point presentations.

**Client And Vendor Management-** Do you handle procurement jobs and need help with the paperwork? We can prepare your quotes, waybills, invoices. We can also make payments for our clients.

**Customer Support/Hotline-** Get so many calls for inquires and need help with them? we can help manage your calls, emails.

# PROJECT-BASED SERVICES

**Project Supervision**- we can handle your procurement jobs and supplies.

**Proposal Writing, Preparation Of Bids/ Tenders, Company Profile**

**Company Incorporation And Business Registration**

**Obtaining Government Papers And Licenses** – such as DPR, NSITF, ITF, Tax clearance certificate, NCDMB, annual returns.

**Company Representation**- need to be in a meeting but don't have the time. We can serve as your company rep in any part of the country. We can also accompany you if you need a secretary or assistant to take notes.





# SUPPORT SERVICES

**Website Design And Management** - we design and manage an effective website.

**Social Media Management** – we help you create and manage your online presence on social media platforms.

**Digital Marketing** – with the use of online services we market your products and services.

**Lead Generation** – its our process of generating potential clients to your business via the internet.

**Telemarketing/Email Marketing**- reach out to potential customers through calls and emails.



# PARALEGAL SERVICES

- Land Searches/ Investigation
- Land Agreements
- Drafting Pleadings (for Lawyers)
- Probate Administration
- Property Management
- Preparing Affidavits and Legal Correspondence
- Contracts Drafting/ Review
- Legal Research





# WHY USE US

- With our over twelve (12) years of combined hands-on experience in administrative, legal and online service deliveries, your business is in professionally trusted hands.
- You don't need a physical office. You run your office from our office!
- You reduce your workload and focus on the majors – bringing more business while we take care of the minors – smooth operational services.
- You save money on staff management
- We refund you cash on days we don't work for you.
- Confidentiality is guaranteed

# CONTACT US



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