



VIRTUAL ASSISTANT SERVICES BROCHURE



At Catazet, we provide expert virtual assistants to help businesses increase efficiency, save time, and scale operations. Our general VA services start at \$500/month, while specialized Tech, Health, Education, and Virtual Security VAs start at \$50(one-time, freelance) and \$500 - \$1,000/month.

Contact Us

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GENERAL VAS SERVICES

CALENDAR AND SCHEDULE MANAGEMENT

Organize meetings and appointments.

EMAIL MANAGEMENT

Filter, respond, and organize inboxes.

DATA ENTRY

Input and update business information.

INVOICING AND BILLING

Track payments and send reminders.

TRAVEL ARRANGEMENTS

Book flights, hotels, and transport.

APPOINTMENT SETTING

Coordinate meetings and follow-ups.

ONLINE RESEARCH

Gather and analyze market trends.

DOCUMENT PREPARATION

Format reports, proposals, and contracts.

FILE MANAGEMENT

Organize digital records and cloud storage.

CRM MANAGEMENT

Update client records and track interactions.

TRANSCRIPTION SERVICES

Convert audio and video to text.

CUSTOMER SERVICE SUPPORT

Handle inquiries and resolve issues.

LIVE CHAT SUPPORT

Engage customers in real time.

PERSONAL ASSISTANCE

Manage daily tasks and reminders.

VIRTUAL EVENT PLANNING

Organize webinars and conferences.

BUSINESS PROPOSAL

Draft compelling proposals.

LEAD GENERATION

Identify potential clients and customers.

\$500

PAYROLL PROCESSING

Manage salary calculations and payments.

HR SUPPORT

Assist with recruitment and onboarding.

MARKET RESEARCH

Analyze competitors and industry trends

PROOFREADING AND EDITING

Enhance reports and documents.

BLOGGING SUPPORT

Format, edit, and publish content.

SURVEY CREATION

Design and distribute business surveys.

CUSTOMER FEEDBACK ANALYSIS

Track and respond to reviews.

INVENTORY MANAGEMENT

Monitor stock levels and supplies.

AMAZON & SHOPIFY STORE MANAGEMENT

Monitor stock levels and supplies.

GENERAL VAS SERVICES

GRAPHIC DESIGN

Create marketing materials, logos, and social media content.

BOOKKEEPING

Maintain financial records and generate reports.

OUTBOUND CALL HANDLING

Conduct sales, support, and follow-up calls.

FAMILY TASK ASSISTANCE

Manage household scheduling and planning.

DATA CLEANING

Organize, filter, and maintain accurate databases.

CONTENT WRITING

Create blog posts, newsletters, and website content.

SEO OPTIMIZATION

Improve website rankings and visibility.

SOCIAL MEDIA MODERATION

Monitor and manage online communities e.g facebook page, telegram

TRANSLATION SERVICES

Convert content into multiple languages.

COLD EMAILING

Send targeted emails to potential leads.

PRODUCT RESEARCH

Analyze and compare products for business decisions.

LEGAL DOCUMENT FORMATTING

Assist in structuring contracts and policies.

EVENT COORDINATION

Plan and manage business or personal events.

PODCAST SUPPORT

Edit and manage podcast episodes and schedules.

POWERPOINT PRESENTATION DESIGN

Create engaging business presentations.

ONLINE REPUTATION MANAGEMENT

Monitor and improve brand presence.

E-BOOK FORMATTING

Design and structure digital publications.

\$500

AFFILIATE MARKETING MANAGEMENT

Track and optimize partner programs.

PHOTO EDITING

Assist with recruitment and onboarding.

ENHANCE IMAGES FOR SOCIAL MEDIA AND PROMOTIONS.

Improve descriptions and SEO for online stores.

WEB RESEARCH FOR INVESTORS

Provide insights on financial opportunities.

KPI TRACKING AND REPORTING

Monitor and analyze business performance.

PRESS RELEASE WRITING

Draft and distribute business announcements.

BRAND IDENTITY DEVELOPMENT

Help businesses create consistent branding.

TECH

IT TROUBLESHOOTING
RESOLVE SOFTWARE AND
HARDWARE ISSUES.

CLOUD STORAGE MANAGEMENT
ORGANIZE AND SECURE DATA IN
CLOUD PLATFORMS.

WEBSITE MAINTENANCE
UPDATE CONTENT, FIX BUGS, AND
OPTIMIZE PERFORMANCE.

SOFTWARE INSTALLATION
SET UP BUSINESS TOOLS AND
APPLICATIONS.

E-COMMERCE SITE MANAGEMENT
BUILDS AND MAINTAINS SHOPIFY,
WOOCOMMERCE, ETC.

CRM SYSTEM ADMINISTRATION
MANAGE CUSTOMER
RELATIONSHIP PLATFORMS.

AI CHATBOT MANAGEMENT
CONFIGURE AND OPTIMIZE
AUTOMATED RESPONSES.

USER INTERFACE DESIGNER
COLLABORATE WITH USER
EXPERIENCE (UX) DESIGNERS TO
BUILD SIMPLE AND EFFICIENT
WEBSITES AND OTHER TECH
PRODUCTS.

VAS

HELPDESK SUPPORT
PROVIDE FIRST-LEVEL TECH
ASSISTANCE.

TECHNICAL DOCUMENTATION
CREATE USER GUIDES AND
MANUALS.

USER EXPERIENCE (UX) DESIGNER
CREATE DIGITAL PRODUCTS AND
EXPERIENCES THAT ARE USER-
FRIENDLY.

INFORMATION SECURITY ANALYST
PROTECT A COMPANY'S DATA,
NETWORKS, AND COMPUTERS FROM
CYBERATTACKS AND DATA
BREACHES.

WEB DEVELOPER
CREATE AND MAINTAIN WEBSITES,
PROGRAMS, AND APPS.

INFORMATION SECURITY ANALYST
PROTECT COMPANIES FROM
CYBERATTACKS, MALWARE,
VIRUSES, AND HACKERS.

WEB DESIGNER
USE GRAPHIC DESIGN,
TYPOGRAPHY, PHOTOSHOP, AND UX
AND UI SKILLS TO TURN VISIONS
INTO DIGITAL REALITY.

\$1000

WEB SCRAPER
COLLECT AND INTERPRET DATA
TO SOLVE PROBLEMS AND
ANSWER QUESTIONS FOR
BUSINESSES AND
ORGANIZATIONS.

DATA ANALYST
COLLECT AND INTERPRET DATA
TO SOLVE PROBLEMS AND
ANSWER QUESTIONS FOR
BUSINESSES AND
ORGANIZATIONS.

GRAPHIC DESIGNER
CREATE WEB GRAPHICS, SOCIAL
MEDIA GRAPHICS,
PROMOTIONAL MATERIALS,
INFOGRAPHICS, AND MORE.

DATABASE ADMINISTRATOR
MAINTAIN AN ORGANIZATION'S
DATABASE AND KEEP DATA
SECURE.

PROJECT MANAGER
SUPERVISE AND MANAGE
PROJECTS FOR A COMPANY,
WHICH COULD BE RELATED TO
SOFTWARE DEVELOPMENT,
MARKETING, OR PRODUCT
DEVELOPMENT.

HEALTH

EMAIL SUPPORT:

RESPONDING TO PATIENT INQUIRIES VIA EMAIL, PROVIDING INFORMATION AND ASSISTANCE AS NEEDED.

ADMIN SUPPORT

DATA ENTRY, RESPONDING TO PATIENT INQUIRIES VIA EMAIL, AND PROVIDING INFORMATION AND ASSISTANCE AS NEEDED.

PHONE SUPPORT:

ANSWERING CALLS FROM PATIENTS, ADDRESSING THEIR CONCERNS, AND DIRECTING THEM TO APPROPRIATE RESOURCES.

TEXT SUPPORT: UTILIZING SMS OR MESSAGING PLATFORMS TO COMMUNICATE WITH PATIENTS REGARDING APPOINTMENTS OR FOLLOW-UPS.

ONLINE CHAT SUPPORT:

ENGAGING WITH PATIENTS THROUGH LIVE CHAT ON WEBSITES TO PROVIDE IMMEDIATE ASSISTANCE.

VAS

EMR/EHR DATA MANAGEMENT:

MANAGING ELECTRONIC MEDICAL RECORDS (EMR) AND ELECTRONIC HEALTH RECORDS (EHR) TO ENSURE ACCURATE PATIENT INFORMATION IS MAINTAINED.

MEDICAL BILLING: PROCESSING BILLING CLAIMS TO ENSURE HEALTHCARE PROVIDERS ARE COMPENSATED FOR THEIR SERVICES.

PATIENT APPOINTMENT SCHEDULING: COORDINATING AND SCHEDULING PATIENT APPOINTMENTS TO OPTIMIZE CLINIC WORKFLOW.

ONLINE RECEPTIONIST DUTIES: ACTING AS THE FIRST POINT OF CONTACT FOR PATIENTS THROUGH PHONE OR ONLINE COMMUNICATION.

WEBSITE DEVELOPMENT: ASSISTING IN THE DESIGN AND MAINTENANCE OF HEALTHCARE WEBSITES FOR BETTER USER EXPERIENCE.

\$750

ANSWERING GENERAL PATIENT QUESTIONS: PROVIDING INFORMATION ABOUT SERVICES, PROCEDURES, AND GENERAL INQUIRIES FROM PATIENTS.

CONTENT WRITING: CREATING INFORMATIVE ARTICLES OR BLOG POSTS RELATED TO HEALTH TOPICS THAT ENGAGE AND EDUCATE PATIENTS.

SOCIAL MEDIA MANAGEMENT: MANAGING SOCIAL MEDIA ACCOUNTS TO ENHANCE PATIENT ENGAGEMENT AND OUTREACH EFFORTS.

CUSTOMER ENGAGEMENT: IMPLEMENTING STRATEGIES TO IMPROVE INTERACTION WITH CURRENT AND POTENTIAL PATIENTS THROUGH VARIOUS CHANNELS.

PROCESSING PRESCRIPTION REFILL REQUESTS: MANAGING REQUESTS FOR PRESCRIPTION REFILLS FROM PATIENTS EFFICIENTLY.

SECURITY

CCTV MONITORING: OVERSEEING LIVE FEEDS FROM SECURITY CAMERAS TO DETECT SUSPICIOUS ACTIVITIES.

INCIDENT REPORTING: DOCUMENTING ANY SECURITY INCIDENTS OR BREACHES FOR FURTHER INVESTIGATION.

ALARM MANAGEMENT: MONITORING ALARM SYSTEMS AND RESPONDING TO ALERTS IN REAL-TIME.

ACCESS CONTROL MANAGEMENT: MANAGING ACCESS PERMISSIONS FOR EMPLOYEES AND VISITORS REMOTELY.

DATA ANALYSIS: ANALYZING SECURITY FOOTAGE AND DATA TO IDENTIFY PATTERNS OR VULNERABILITIES.

REMOTE PATROLS: CONDUCTING VIRTUAL PATROLS OF PREMISES USING CCTV SYSTEMS.

THREAT ASSESSMENT: EVALUATING POTENTIAL THREATS BASED ON SURVEILLANCE DATA AND EXTERNAL INFORMATION SOURCES.

VAS

EMERGENCY RESPONSE COORDINATION: COORDINATING WITH LOCAL AUTHORITIES DURING EMERGENCIES BASED ON SURVEILLANCE DATA.

SYSTEM MAINTENANCE ALERTS: NOTIFYING IT TEAMS ABOUT SYSTEM MALFUNCTIONS OR REQUIRED UPDATES FOR SECURITY SOFTWARE.

CLIENT COMMUNICATION: PROVIDING REGULAR UPDATES AND REPORTS TO CLIENTS REGARDING THEIR SECURITY STATUS.

CLIENT COMMUNICATION: PROVIDING REGULAR UPDATES AND REPORTS TO CLIENTS REGARDING THEIR SECURITY STATUS.

SECURITY POLICY IMPLEMENTATION: ENSURING THAT SECURITY PROTOCOLS ARE FOLLOWED BY ALL PERSONNEL REMOTELY.

TRAINING SUPPORT: ASSISTING IN TRAINING STAFF ON SECURITY PROCEDURES AND TECHNOLOGY USAGE VIA VIRTUAL SESSIONS.

\$500

VISITOR MANAGEMENT SYSTEMS OVERSIGHT: MONITORING VISITOR LOGS AND ENSURING COMPLIANCE WITH ENTRY PROTOCOLS.

INTEGRATION OF SECURITY TECHNOLOGIES: IMPLEMENTING NEW TECHNOLOGIES INTO EXISTING SECURITY FRAMEWORKS REMOTELY.

CYBERSECURITY MEASURES MONITORING: OVERSEEING CYBERSECURITY PROTOCOLS RELATED TO PHYSICAL SECURITY SYSTEMS.

VIRTUAL SECURITY CONSULTATIONS: OFFERING ADVICE ON IMPROVING PHYSICAL SECURITY MEASURES DURING VIRTUAL MEETINGS WITH CLIENTS.

RISK MANAGEMENT ASSESSMENTS: CONDUCTING ASSESSMENTS TO IDENTIFY RISKS ASSOCIATED WITH PHYSICAL ASSETS REMOTELY.

EDUCATION

ONLINE COURSE MANAGEMENT
UPLOAD, UPDATE, AND
STRUCTURE E-LEARNING
CONTENT.

VIRTUAL TUTORING
PROVIDE SUBJECT-SPECIFIC
ONLINE TUTORING.

LEARNING MATERIAL CREATION
DEVELOP LESSON PLANS AND
SLIDES.

EDUCATION DATA ENTRY
MAINTAIN SCHOOL AND STUDENT
RECORDS.

LMS MANAGEMENT
MAINTAIN AND TROUBLESHOOT
LEARNING PLATFORMS.

GRADING AND ASSESSMENT
ASSIST IN EVALUATING STUDENT
WORK.

ACADEMIC BLOG WRITING
CREATE ENGAGING EDUCATIONAL
CONTENT.

VAS

CURRICULUM DESIGN
ASSIST IN STRUCTURING
EDUCATIONAL PROGRAMS.

VIRTUAL LIBRARY SUPPORT
ORGANIZE AND RECOMMEND
STUDY MATERIALS.

STUDY MATERIAL DIGITIZATION
CONVERT HARD COPIES TO
DIGITAL.

E-LEARNING MARKETING
PROMOTE ONLINE COURSES
EFFECTIVELY.

TEACHER ASSISTANCE
SUPPORT EDUCATORS IN LESSON
PLANNING.

SPECIAL EDUCATION SUPPORT
ASSIST WITH PERSONALIZED
EDUCATION PLANS.

LECTURE TRANSCRIPTION
CONVERT AUDIO LESSONS TO
TEXT.

\$500

TEST SCORER/EXAM PROCTOR
TEST SCORERS EVALUATE
STANDARDIZED TESTS OR
ASSESSMENTS REMOTELY WHILE
PROCTORS MONITOR ONLINE
EXAMS TO ENSURE ACADEMIC
INTEGRITY.

**VIRTUAL ASSISTANT FOR
EDUCATORS** VIRTUAL ASSISTANTS
SUPPORT TEACHERS OR
EDUCATIONAL ADMINISTRATORS
BY MANAGING SCHEDULES,
ORGANIZING FILES, AND
HANDLING COMMUNICATION
TASKS.

ONLINE COURSE FACILITATOR
COURSE FACILITATORS MANAGE
ONLINE CLASSES BY LEADING
DISCUSSIONS, GRADING
ASSIGNMENTS, AND PROVIDING
FEEDBACK TO STUDENTS.

Thank you :).

