


## Khened VA Services & Consulting


### About Compny


**Khened VA Services & Consulting** offers Virtual Assistant Services for entrepreneurs, self-employed professionals, small-medium sized businesses We give you more time to focus on the big picture by providing operational support. As our client, you will get a smart, highly trained assistant who works remotely for you and will be responsible fulfill all the duties. Excited!



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 +91-99649 00524

 [info@khnedvaservices.com](mailto:info@khnedvaservices.com)  
[shiva.khened@khenedvaservices.com](mailto:shiva.khened@khenedvaservices.com)

 No 11, Ground Floor  
Pruthvi Layout Kadugodi  
Bangalore Karnataka India, 560067

### KEY FIGURES

246 Completed  
Project



72 Number  
of Clients



22 Active  
Clients



6 Team  
Members



98% Satisfaction  
Rate



## 6 KEY REASONS TO WORK WITH A VIRTUAL ASSISTANT



### Pay for Time & Work

When you work with our Virtual Assistant, you only need to pay for the productive hours spent on working on your different projects/tasks. We will not be another monthly bill you have to pay regardless of workload.



### Save Cost

You are not required to provide office space, computer, software, insurance, retirement benefits and other equipment which can initially save you \$2250-\$3200. It's definitely a smarter decision to hire Virtual Assistant instead of regular employee.



### Multi Tasking

Virtual Assistant can be your personal assistant, researcher, marketing manager, customer service agent, accounting clerk, data entry operator or provide any other type of business services based on your requirements.



### Strategic Thinking

As Virtual Assistants can perform your daily operations, you can invest your time to think strategically about the business from a long term perspective. This helps you to set goals that guide your company for better performance and long-term success.



### Safe Way to Scale up

One cannot fire an employee if there is less or no work. With Virtual Assistant, it will be a flexible contract where you do not need to commit to any number of hours and use the services on the need basis.



### Work Quality

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It is my pleasure to offer my recommendation for Khened VA Services & Consulting. They have worked with us as a virtual assistant in a business project and I could not have been happier with their performance.

They are very business-like individuals who shows up to meetings on time and then wants to get things done on schedule and very efficiently. Their ability to organize the tasks has helped me to maintain a very busy professional schedule. They are also very reliable in terms of handling confidential business and personal details that we would not normally entrust to a virtual assistant.

Shiva is a great asset to any team because he is attentive and executes on strategy to plan. He drives results and is a thoughtful partner.

Shiva and his team are professional, extremely reliable, and great communicators. I highly recommend their services. They have helped us standardize and scale in several key areas of our marketing communications and promotions and we continue to find new projects to delegate to them.

I highly recommend working with Shiva! I hired him in 2020 when my company experienced a big influx of new clients and I needed a Virtual Assistant ASAP! He is excellent with communication, amazing follow up skills. The attention to detail is amazing. He provided very professional service with all projects assigned to him, and the assignment include clerical support, research, and database management. I am a current client of his and will continue to be a client. I am very happy to have Shiva and his company as part of my extended team! Can't forget how patient he is! Thank you!

We have worked with Khened VA Services & Consulting, most of the times with Shiva directly, multiple times. Shiva is extremely professional and pleasant to work with. Thus, he creates an ambience of trust leading to an open and productive work environment.

His professional and educational background allow him to add value from the get-go, especially for projects that require a certain degree of cognitive ability.

## OUR SUCCESS STORIES

I had a great experience working with this team! As a publicist, lots of my time is spent doing research and building media lists, but thanks to Shiva and the Vijay Bhaskar team, I was able to focus more on other pressing client projects, and less on tedious tasks like updating my media lists. Shiva was incredibly capable right off the bat and didn't require lots of back and forth before getting started.

Shiva has helped me with a variety of tasks in the past two years. When I need to delegate something, he's always ready to help. Fast, friendly, and professional.

I initially spoke with Shiva about a few small tasks that I was needing to get completed. He originally told me that they would all be done and complete in one week. Well 2 or 3 days later he notified me of everything being completed. I couldn't believe it. Him and his team definitely under promise and over deliver which was a huge relief for me. Thank you to you and your team Shiva! Great job man.

Sangamesh has been very responsive and helpful! We enjoy working with him.

We used Shiva and his team for a market research project exploring a jewelry opportunity in the US. Shiva's team executed the project effectively and their communication was great.

## OUR PRIME SERVICES



### Research

We will compile a list of contacts, conduct a competitive analysis, compile a list of relevant articles, research vendor quotes and much more.



### Customer Service

We'll respond to customer inquiries across channels (voice/email/chat/social), follow up with clients and provide additional support.



### Social Media Management

help your business acquire a solid social media presence by publishing creative posts that helps in lead generation and brand awareness.



### Administrative Services

A good administration is the key to most business' success.



### MS Office Projects

Our Virtual Assistants are skilled with MS Office suite of products. We can help you with spreadsheet design.



### Website Design & Development

With professional web designing and web development capabilities, we offer a full facility for designing a high quality, responsive and intuitive website for your business.