

Our Services

1.Administrative Support - Email handling, scheduling, data entry, document management, generating reports, and daily operational/admin tasks.

2.Data Management & Research - Online research, market research, industry profiling, business planning, data collection and CRM updates.

3.Sales & Marketing - Lead prospecting, sales outreach, lead follow-ups, sales cycle support, database management and CRM updates.

4.Bookkeeping & Accounting - Expenses/transactions, invoicing, reconciliation & reports, payroll, financial admin.

5.Social Media Support - Content planning & posting, creative support, account management, and audience/community engagement.

6.Website Design and Maintenance - Responsive, mobile-first design, content updates, performance optimization, security updates and maintenance.

Pricing

- Most Virtual Assistant providers require **upfront purchase of fixed hours that expire**. This model often doesn't suit small businesses with tight budgets.
- We offer a simple **pay-as-you-use model** - no subscriptions, no fixed packages, no minimum hours.
- You're **billed monthly (1st-30th)** at an agreed hourly rate for only the exact time used. Tasks are tracked, shared weekly via timesheet, and **invoiced** strictly based on **actual usage**.
- **Flexible. Transparent. Cost-effective.**

About Us

- **Khened VA Services and Consulting**, founded in 2019, supports small businesses with reliable and efficient virtual assistant solutions.
- We are a **team of 15 dedicated** professionals who provide consistent, ongoing support to help small businesses scale, grow, and thrive.
- We streamline operations /back-office processes so you can stay organized, productive, and focused on achieving your business goals.

Why Choose Us

- **Multi-Tasking** - Administrative services, research support, sales/marketing, bookkeeping, business operations, personal assistance, flexible roles, all delivered by one dedicated assistant.
- **Work Quality** – Experienced, graduate professionals, skilled expertise, cross-functional roles, small business focused, high-quality work.
- **Focus on Growth** - Strategic planning, goal setting, innovation, market adaptability, business success, sustainable growth.
- **Safe Way to Scale up** - No long-term commitment, no minimum hours, scalable hours, on-demand support, usage-based engagement.
- **Pay for Time & Work** - Pay only for productive time, minute-by-minute time tracking, weekly timesheet reports, transparent billing.
- **Save Cost** - No overhead cost, reduced operating costs, \$1,250-\$2,200 initial savings, cost-efficient staffing.

Getting Started Is Easy

- **Tell Us Your Needs**
- **Get Your VA Assigned**
- **See Great Results**
- **Pay Monthly**



Key Figures

1100 Completed Projects

250+ Clients

27 Active Clients



15 Team members

97% Satisfaction Rate

[Get Started Today!](#)