

Our Services

- 1. Administrative Support** - Email and calendar management, internal coordination, project management, file organization, CRM updates, data entry, daily operational and back-office tasks.
- 2. Research & Data Management** - Online research, market research, industry profiling, competitive analysis, business planning, product pricing, data collection and more.
- 3. Sales & Marketing** - Marketing strategy, email marketing, lead generation, sales outreach, lead follow-ups, sales pipeline support, database management, CRM, marketing materials.
- 4. Bookkeeping & Accounting** - Recording/classifying transactions, AR, AP, monthly reconciliation, financial reporting, payroll, inventory, vendor relation, document management and 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 & Consulting, founded in 2019, supports small businesses with reliable and efficient virtual assistant services by combining experienced human support with AI and automation.
- 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 support, research support, sales/marketing, bookkeeping, data entry, personal assistance, flexible roles, all delivered by leveraging AI, automation and human expertise.
- Work Quality** - Industry experts, AI + human assisted execution, consistent quality, accurate results, business-standard assurance.
- 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

1250 Completed Projects

256 Clients

24 Active Clients



15 Team members

97% Satisfaction Rate

[Get Started Today!](#)