



# General Admin Services

## Client Profile

Ms. Suzi Jamil is the Director of Think Inc. Her business mainly focuses on ideas that can be shared, challenged, voiced. She is a champion of democratizing ideas.



“

I am very happy working with Harsh Shah from AskSunday. I'm very impressed by the quality of their work, their responsiveness and the accuracy of their work. They're very courteous in their communication and very clear. I love it and want to continue working with them!"

- Ms. Suzi Jamil

## Requirements

Ms. Jamil was looking for a flexible assistant service that could overlap in hours for communication. There are few tasks that she needed to be completed after AEST business hours. She instantly liked the work model of AskSunday when she got to know that AskSunday works for 24 hours in a day, across shifts. She was assigned a primary dedicated assistant to help her with all her requests during the normal business hours, and a secondary assistant assisting/communicating with her in primary DA's absence or after business hours.

Mainly she was looking for internet research, venue research, bookings, scheduling, and personal tasks such as sorting through emails.

Ms. Suzi's tasks were to find and compile a list of academic staff like Professors, and Researchers. Further, AskSunday was asked to find the business phone numbers of targeted prospects to establish communication with them.

## Project Delivery

To find the personal phone numbers of targeted prospects was challenging. However, our expert research team, dug

out a list of contacts containing the username, email and phone number. Ms. Jamil was given all the required direct contact details and email address of the academic institutions and the person from her target audience. Before AskSunday's assistants rely on online search results, we ensure sure they are correct, by contacting the candidates via phone and email.

Ms. Suzi's AskSunday virtual assistant took over the job from her in a seamless manner and continues to help to this date. She has been very pleased with the outcome and been with AskSunday since 2019.

From time to time, the AskSunday assistant even helps with venue reservations along with research.

Very pleased with our services, Ms. Jamil tries to delegate as much work as possible to AskSunday.

## AskSunday Services

### Administrative Services

- Data Entry / Analysis
- Research
- Travel Planning
- Social Media Management
- Outbound Calling
- Customer Service Desk
- Email Management
- Scheduling & Planning
- Ecommerce Support
- Documents & Presentation

### Premium Services

- Web Design & Development
- Search Engine Optimisation
- Content Writing
- Graphics Design
- Corporate Videos
- Business Plan Writing
- Start-up Pitch Deck