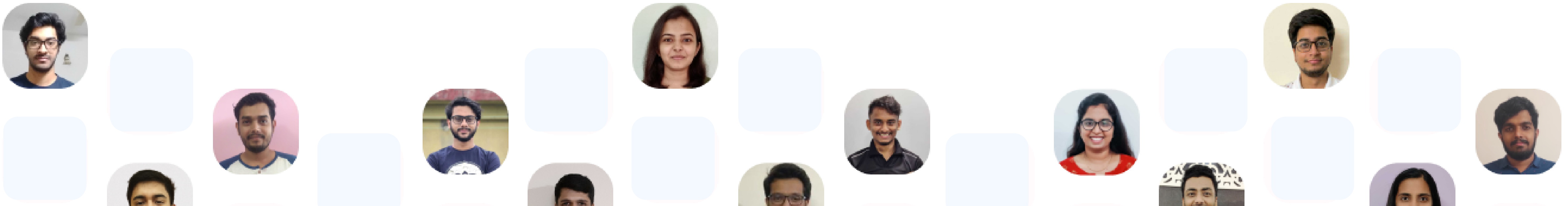




**Get work done.**  
**Remotely**

Executive Assistance | Administration | Operations | Bookkeeping | HR



# Hire talent that **Delivers**

No Overheads | Easy replacement | No Liabilities

## **0.2%** Selection Rate of Virtual Assistants

We select only 2 resources for every 1000 applications

**3-15**<sub>yrs</sub>

Work Experience

**No Freelancers  
All professionals  
managed by Wishup**

## Series of Tests given by our VAs

**Pre vetted**

- Communication on IELTS standards
- Voice and accent on IELTS standards
- Aptitude test with 80% cut-off rate
- Psychometric evaluations
- Work assignments
- Critical thinking tests
- Problem-solving & Logical Reasoning exams
- Case study

Short Learning Curve. Plug and Play in a week

# Who are **Wishup VAs** ?

Upskilled in-house, our Remote Employees can assist you with Operational, Executive & Administrative tasks

## Admin & Operations

- **Manage to-do lists**
- **Follow Ups (vendors, team)**
- **Customer Support**
- **Online Secondary Research**
- **Inbox management**
- **Scheduling**
- **Expense & logistics tracking**
- **Organise & manage data**

## Executive Assistance

- **Calendar management**
- **Managing appointments**
- **Take Minutes of Meetings**
- **Travel Management**
- **Recurring tasks management**
- **Draft email replies**
- **Handling invoices**
- **Answer & make phone calls**

## Bookkeeping

- **Managing entries**
- **Expense tracking**
- **Feeding entries into quick books**
- **Generating statements**
- **Keeping track of payments**
- **Account receivables & payables**
- **Invoicing**
- **Record Maintenance**



## Who are **Wishup VAs** ?

Upskilled in-house, our Remote Employees can assist you with Hiring , Project Management & Research

### HR

- Create JDs & Screening questions
- Defining Shortlising parameters
- Posting jobs on portals
- Shortlisting Candidates
- JD Mapping
- Follow up with candidates
- Coordinating with applicants
- Devise HR policies

### Project Management

- Setup projects on PM Tools
- Tracking budget
- Managing timelines
- Creating SOPs
- Leading and coordinating with the team
- Follow-up with relevant POCs
- Maintain thorough documentation
- Client Relationship management

### US Based VA



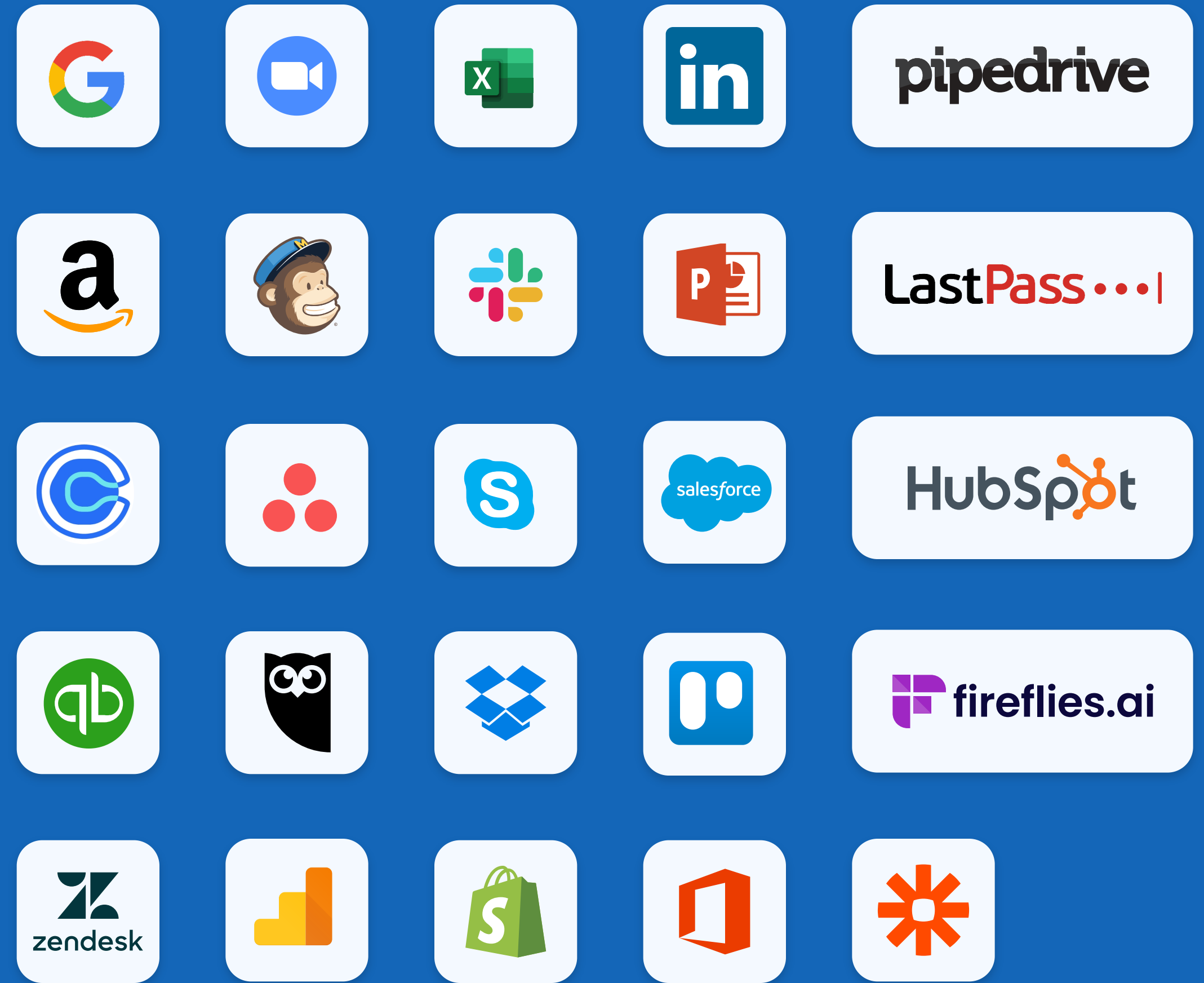
**All of the above capabilities  
and based in the US**

## Tools used by our VAs

Upskilled in-house, our Remote Employees can assist you with Operational, Marketing & Admin work

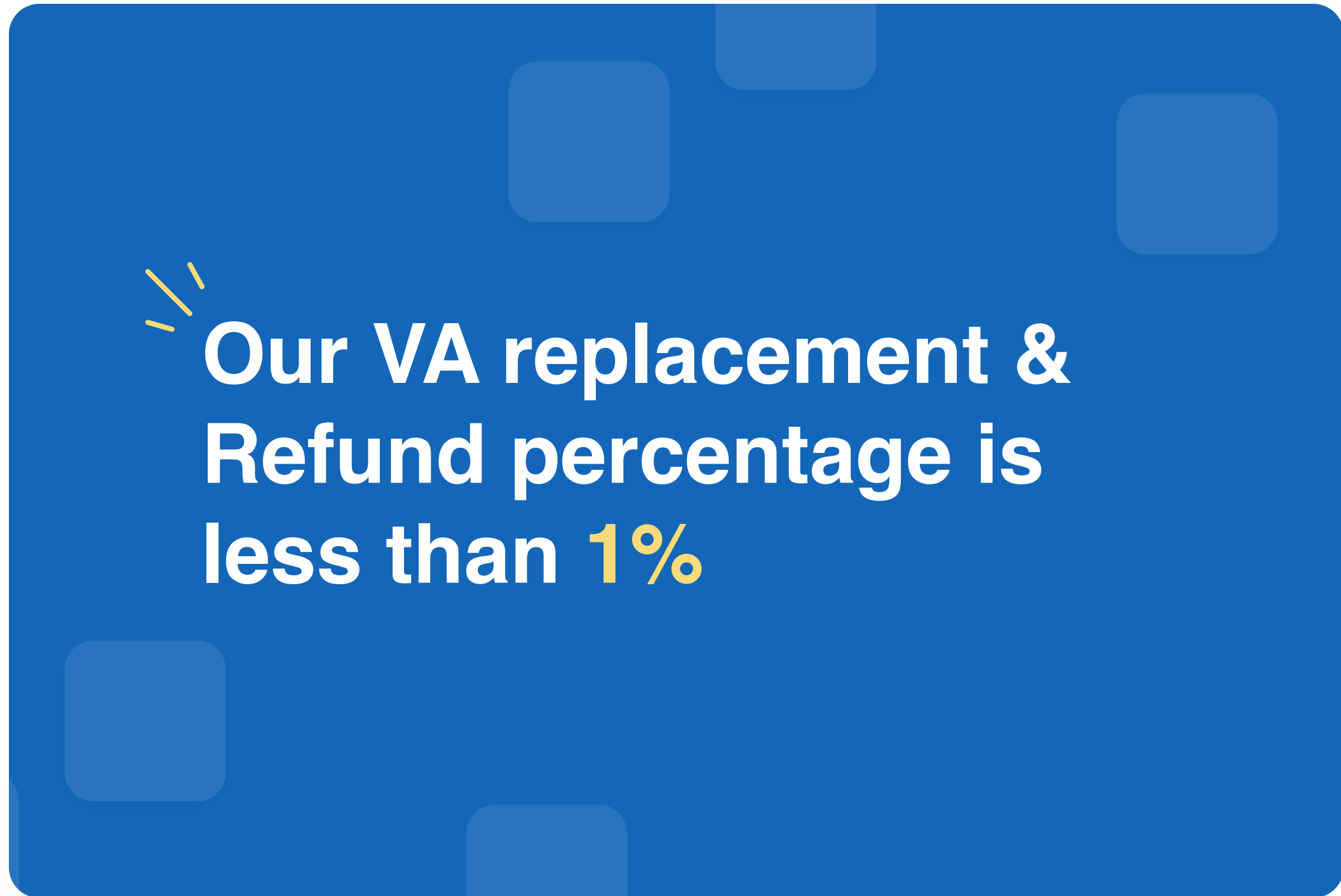
**Our VAs are trained with over 75+ tools with 8 weeks of mandatory training.**

**We also train them on specific tools that your company works on**



## Our policies **for you**

Policies at Wishup are highly client centric, hassle & stress free

A large blue rounded rectangle containing white and yellow text. To the left of the text are three short yellow diagonal lines.

**Our VA replacement &  
Refund percentage is  
less than **1%****

Hassle **free replacement** within 24 hours

**7 Days no questions asked refund**, whenever you start

Dedicated **Customer Success Manager**

Regular **2-way feedback cycle**

**Monthly subscription** forever

**VA Manager** for task support

## Process

Upskilled in-house, our Remote Employees can assist you with Operational, Marketing & Admin work

- Write to us at [hey@wishup.co](mailto:hey@wishup.co) OR call us on **+1(929)-265-4796**
- Get a **FREE** consultation to identify and bridge gaps
- Our internal algorithm matches the VA with the role
- Meet your Virtual Assistant & Client success manager over the onboarding call
- Welcome to Wishup family



Wishup

Get work done.  
Remotely



hey@wishup.co



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