

SERVICES OVERVIEW



Accounting & Billing Support

From bookkeeping to financial forecasting, we ensure your finances are audit-ready and strategically aligned.

Recruitment & Talent Sourcing Support

Hire, retain, and develop top talent with tailored recruitment strategies and workforce optimization.



Loss Control Inspection & Risk Mitigation Support

Streamline inspections, manage risks, and ensure compliance with precision-driven workflows.

Digital Marketing Services

Drive traffic, engagement, and conversions with SEO, PPC, social media, and reputation management.



Customer Service & Email Support

Deliver seamless customer support across calls, emails, and chats to boost loyalty and satisfaction.

Back Office Support

Manage data, documents, and administrative tasks so your team focuses on core priorities.



IT Solutions

Optimize infrastructure, cybersecurity, and software integration for future-ready operations.

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Accounting & Billing Support

Financial Statements & Reporting

- Balance sheet, P&L, cash flow
- General ledger reconciliations
- Customized management reports
- KPI & dashboard reporting
- Budgeting & Forecasting

Bookkeeping & Daily Accounting

- Transaction management
- General ledger maintenance
- Month-end closings
- Journal entries

Payroll & Compliance

- Weekly & bi-weekly payroll
- Tax filing & compliance
- Deductions & benefits handling
- 2 Tax Statement or Form 1099

Real Estate Accounting

- Rent roll & lease tracking
- Property-level financials
- CapEx Accounting
- Owner & investor reporting

Fixed Assets & Depreciation

- Asset capitalization
- Depreciation schedules
- Tax advantage optimization
- Disposal and impairment tracking

Accounts Payable & Receivable

- Invoice processing & vendor payments
- Customer billing & collections
- Cash flow tracking
- AR/AP reconciliations

Audit & Risk Management

- Internal audit support
- Risk assessments
- Pre-audit preparation
- Compliance documentation

M&A & Transactional Support

- Due diligence
- Financial modeling for acquisitions
- Post-merger integration accounting
- Asset/liability analysis

Financial Planning & Modeling

- Cost analysis
- Budget setup & tracking
- Revenue forecasting

Liquidity Management

- Cash forecasting
- Short/long-term liquidity planning
- Banking relations support

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Recruitment & Talent Sourcing Support

Talent Sourcing & Hiring

- Talent identification
- Targeted outreach
- Resume screening
- Candidate shortlisting
- Hiring coordination
- X-ray search

HR Process Optimization & Compliance

- Payroll coordination
- Job descriptions
- Compliance tracking
- Policy updates
- HR software management
- Database maintenance

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Candidate Management

- Resume evaluations
- Interview scheduling
- Reference checks
- Pre-screening
- Feedback collection

Onboarding Support

- Paperwork & compliance
- Offer letters & contracts
- Orientation scheduling
- Engagement check-ins
- Benefits coordination

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Loss Control

Inspection & Risk Mitigation Support

Self-Inspections

- System setup & training
- Inspection report review
- Live video chat assistance
- Escalation handling

Recommendation Management

- Risk mitigation processing
- MGA coordination support
- Carrier communication
- Follow-up tracking & reporting

Quality Assurance & Compliance

- Pre-submission accuracy audits for reports
- Documentation checks
- Error trend analysis
- Record maintenance

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Territory & Workload Optimization

- Inspector assignment
- Route optimization
- Real-time workload monitoring
- Capacity planning

Administrative Efficiency

- Calendar management
- Data entry & report organization
- Define standard workflow
- Stakeholder Communication
- System Documentation

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Digital Marketing Services

Search Engine Optimization (SEO)

- Keyword research & on-page optimization
- Technical SEO audits & site structure improvements
- Backlink strategy development & outreach
- Monthly performance tracking & reporting

Local SEO & Business Profile

- Business Profile setup & optimization
- Local citation building & directory management
- Review management & response coordination
- Geo-targeted content strategy implementation

Search Engine Marketing (SEM/PPC)

- Google Ads & Bing Ads campaign setup
- Targeted ad copy creation & A/B testing
- Bid management & budget optimization
- Conversion tracking & ROI analysis
- PPC (pay-per-click) services

Content Marketing & Graphic Design

- Blog writing, video scripts, & digital development
- Brand-aligned infographics
- Visual content creation
- Email marketing campaign design
- Brand consistency audits across all content
- Web & Email Marketing

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Affiliate Marketing

- Affiliate program design & network setup
- Relationship management
- Performance tracking & commission audits
- Campaign optimization for revenue growth

Social Media Marketing

- Platform-specific strategies
- Content calendar development & scheduling
- Engagement analytics
- Audience growth tactics
- Paid social advertising
- Retargeting campaigns
- Digital Advertising

Online Reputation Management

- Inbound and Outbound calls/emails
- Feedback collection
- Appointment scheduling
- Reminder notifications

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Customer Service & Email Support

24/7 Multichannel Support

- Real-time assistance
- Multilingual support
- Escalation management
- Post-interaction updates

Documentation & CRM Updates

- Real-time CRM entry
- Detailed interaction logs
- Customer history maintenance
- Status report generation

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Escalation Management

- End-to-end case tracking
- Root cause analysis
- Compliance monitoring
- Escalation mapping

Customer Outreach

- Inbound & Outbound call/email
- Feedback collection
- Appointment scheduling
- Reminder notifications

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Back – Office Support

Document Management

- Calendar management
- Meeting scheduling
- Email & correspondence handling
- Travel coordination
- Expense Reporting
- Meeting minutes & record-keeping

Underwriting Assistance

- Risk assessment data processing
- System Documentation
- Compliance paperwork
- Manual underwriting review
- Policy Servicing
- Data Migration

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Data Management & CRM

- Accurate data entry
- Database maintenance
- Real-time CRM updates
- Data cleansing & deduplication
- Custom reporting & analytics

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IT Solutions

Web Development Services

- Responsive Website
- Mobile Friendly
- SEO optimization
- Speed Enhancements
- Accessibility Compliance
- Site Maintenance
- Performance Audits
- Security Patches
- E-Commerce Solutions

Email & Platform Management

- Tools & API Integration
- Multi-Platform Support
- License Management
- Data Recovery
- Security Audits
- Email Configuration & Synchronization
- User Account Setup
- Workflow Automation
- Troubleshooting
- Migrations

Remote IT Support & Helpdesk

- Password Reset
- Device setup
- Hybrid Setup
- Ticket Management
- Legacy Software Support
- System & Network Diagnostics
- Prepare User Guides
- 24/7 Proactive Monitoring

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