



OUR CULTURE

A document to guide you as you navigate your partnership with us.



We're so glad you're here!

Client Onboarding Plan

- Introduction
- Meet Your Teammates
- Your Role
- Onboarding Checklist
- Systems and Tools



OUR STORY





Introduction to the Company

We are a company with the mission of empowering people to give beautiful and impressive presentations.

Presenting is for everyone and for anyone in the world. Virtual Lead Ph, our dynamic virtual assistant company that officially began its journey in August 2023 and started with 5 Virtual assistant and now almost hundreds of clients and hundreds Virtual assistant helping us to provide an excellent service to our Client We Deliver Solution.

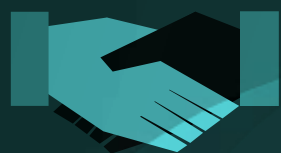


Our company's mission

Elevate your business to new heights. Embrace the power of seamless and impactful campaigns. You've got this. The way you tell your story online can make all the difference. Don't worry about sounding professional. Sound like you.



Our Company's Values



We're a company anchored on integrity and transparency.



We're a company with a responsibility to give back to our community.



We're a company that pursues excellence and simplicity in all aspects.



Company Mission & Goals



Becoming an integral part of your journey towards growth and efficiency.



committed to delivering excellence in every aspect of our partnership.



Meet the Groups



Product Group

- Engineering
- Design
- Content

Human Resources Group

- Recruitment
- Training
- Development

Customer Support Group

- Voice
- Email
- Help Desk



TEAM OPERATIONS



Nina

Project Head of Operation



Bryan

Client
Partnership
Manager-CEO



Patrick

Workforce Head
of Operation



Eds

HR Head of Operation



QUALITY SERVICE

Your trust in our products/services is the driving force behind everything we do. We understand that your time, resources, and expectations are precious, and we are committed to delivering excellence in every aspect of our partnership.

Goals & Tasks

we offer customized virtual assistant services to suit your specific needs and goals.



HR OPERATION

Edeline Andrada

HR/ Head of Operation

Eds will be your
helping you through
out the process

Eds will help you
identify your
professional goals
growing your
business

Edswill guide you every step
of the way in your success
with us

Bryan



Nina



Patrick



**Do you
have any
questions?**

Feel free to reach out!



We look forward to working with you and grow your
business with us,

Sign up now

Sign up now and let Virtual Lead become your most dedicated virtual assistant, empowering you to focus on what truly matters grow your business with us.

