

Administrative Service

Our mission is to provide Administrative solutions from small **to large business, government agencies, non-profit organizations** and any client who would need our assistance for **personal, clerical and organizational office tasks**. With our help, you can spend more time in expanding your business and focus on your clients. We will give you the admin support you need to achieve your business' goals.

Our Admin solutions include but are not limited to the following:

Data Entry

We encode any type of data in any format with a quick turnaround time. Before submitting the entries, verification is done to ensure accuracy of work. We also give you a guarantee that your data is handled with confidentiality.

- Spreadsheets
- Database for products or leads
- Online forms

Word Processing

This includes anything from creation, copy writing, re-typing, proofreading and editing of any document or content.

- Mailers
- Newsletters
- Informal or formal letter
- Product descriptions

Document Management

We convert or format any documents to any possible forms that your business requires.

- Document conversion
- Résumé formatting
- Fillable PDF forms creation
- Timesheet Management

Voice Transcriptions

We convert audio and video files into texts as easy as 1-2-3.

- Medical Transcription
- Legal Transcription
- Business Transcription
- Academic Transcription
- Government Transcriptions
- Technical Transcription

Executive Assistance

We manage everything from your personal to business tasks. We assure that we handle your all information in a safe and secured way.

- Appointment setting and verification
- Calendar management
- Internet research
- Direct mass mailing
- Invoice and billing

Why Choose Us?

Here are few reasons why you should rely on our Admin Solutions:

- ✓ **24/7 Customer Support availability**
- ✓ **Smart and polite Admin Team**
- ✓ **100% Accuracy, Productivity and document Confidentiality**
- ✓ **Quick turnaround time**
- ✓ **Wide range of technologies**
- ✓ **Transparency of work thru regular reporting**
- ✓ **No payroll hassle**
- ✓ **No over time, vacation leave, and sick leave**
- ✓ **No extra desk or computer or office machines**
- ✓ **100% satisfaction guarantee**

If you are interested to get our services or if you want an in-depth quotation for your project, feel free to call us at **703-349-0324** or email us at **info@zeniark.com**. These communication channels are available 24/7.