



Elevate Your Business.
Reclaim Your Time.
VA Evolve Has You Covered.



About Us

VA Evolve is the virtual assistant arm of **HR Evolve**, created to help businesses scale smarter with reliable, cost-effective remote support.

Backed by the HR expertise of HR Evolve, our VA services are structured, efficient, and tailored to meet the evolving needs of modern businesses—from admin support to specialized tasks.

Why Use VA Evolve?



COST SAVING

- Pay only for what you need.
- Avoid full-time headcount costs (salaries, CPF, equipment, office space).



SEAMLESS COMMUNICATION

- Unlike many VA services, you liaise **directly with our local project team**, not overseas staff.
- We bridge cultural and time zone gaps for clear, fast, and reliable communication.



RELIABLE & FLEXIBLE SUPPORT

- All VAs are **NDA-bound**, tested, and proven.
- In case of absence, we provide **trained replacements**—no disruption to your workflow.

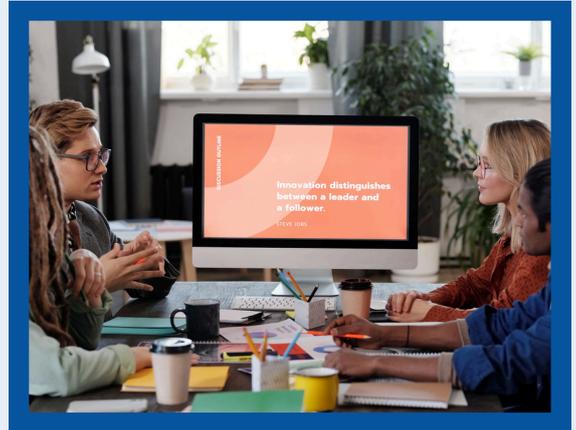


OUR WORK PROCESS

We focus on understanding your business before assigning a VA.

STEP - BY - STEP

1. Consultation – We meet to understand your business needs, workflows & pain points.
2. Scoping – We recommend VA support areas and required hours.
3. Matching – We assign the best-fit VA based on skillset & availability.
4. Onboarding – Our team ensures a smooth transition with SOP setup, tools, and guidance.
5. Support & Monitoring – Local project managers oversee quality and are your direct contact point.





SERVICES WE PROVIDE

Our VAs can support across multiple domains:



Admin & Operations:

Scheduling, data entry, customer responses



Market Research:

Data collection, report formatting, competitor research



E-commerce Store Setup & Support:

Lazada, Shopee store set up, Product listing, order tracking, inventory updates



Finance & HR Support:

Invoice generation, payroll prep, CV screening



Content & Social Media:

Posting, simple edits, engagement tracking



VA EVOLVE

Who Can Use VA Evolve?

- SMEs & Startups
- E-commerce sellers
- Agencies & freelancers
- Department heads with lean teams
- Businesses exploring remote models without full-time hiring risk

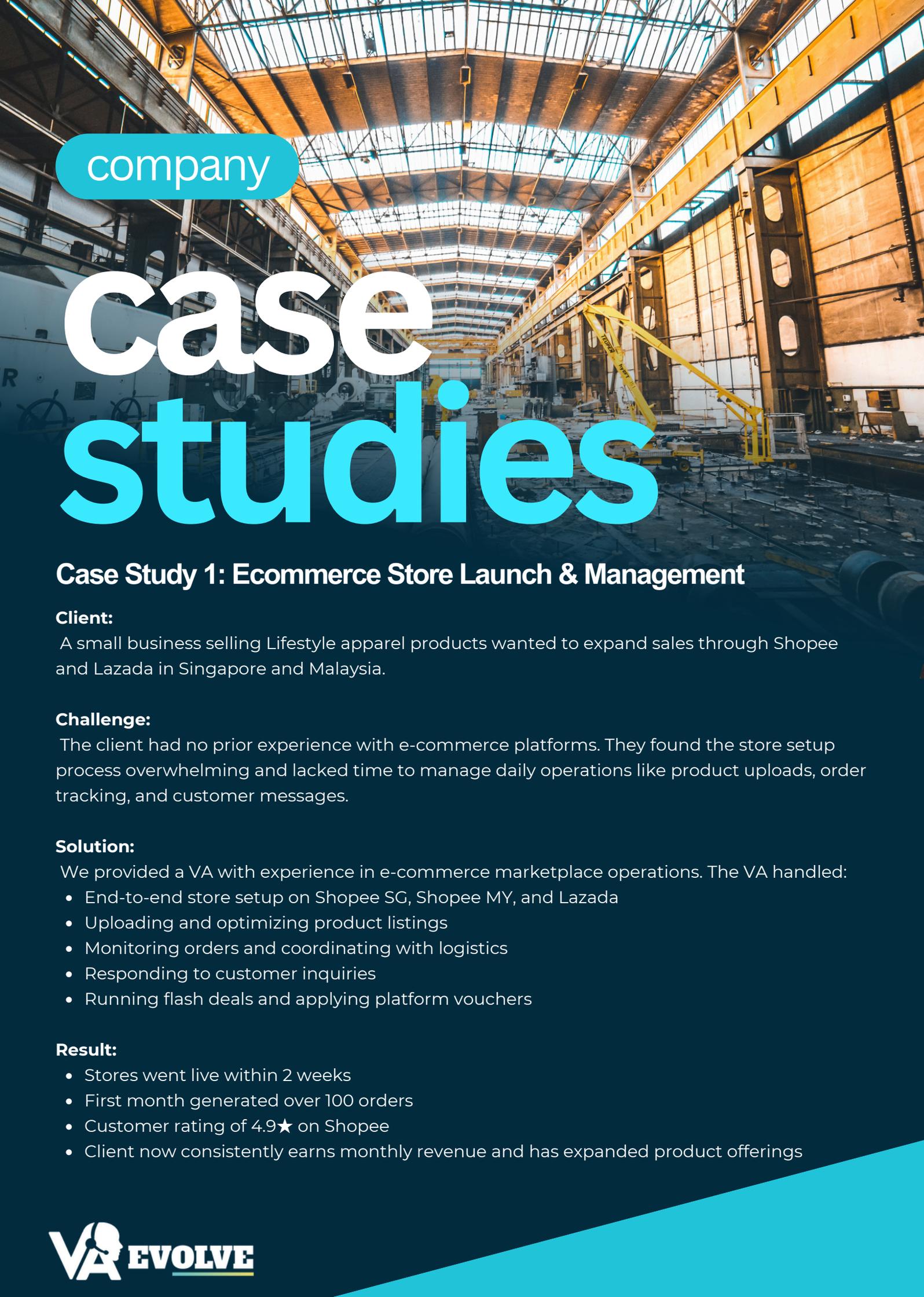


Booking Model

We keep booking simple:

- **Minimum Block:** 40 hours/Month
- Custom packages available for long-term or high-volume clients.





company

case studies

Case Study 1: Ecommerce Store Launch & Management

Client:

A small business selling Lifestyle apparel products wanted to expand sales through Shopee and Lazada in Singapore and Malaysia.

Challenge:

The client had no prior experience with e-commerce platforms. They found the store setup process overwhelming and lacked time to manage daily operations like product uploads, order tracking, and customer messages.

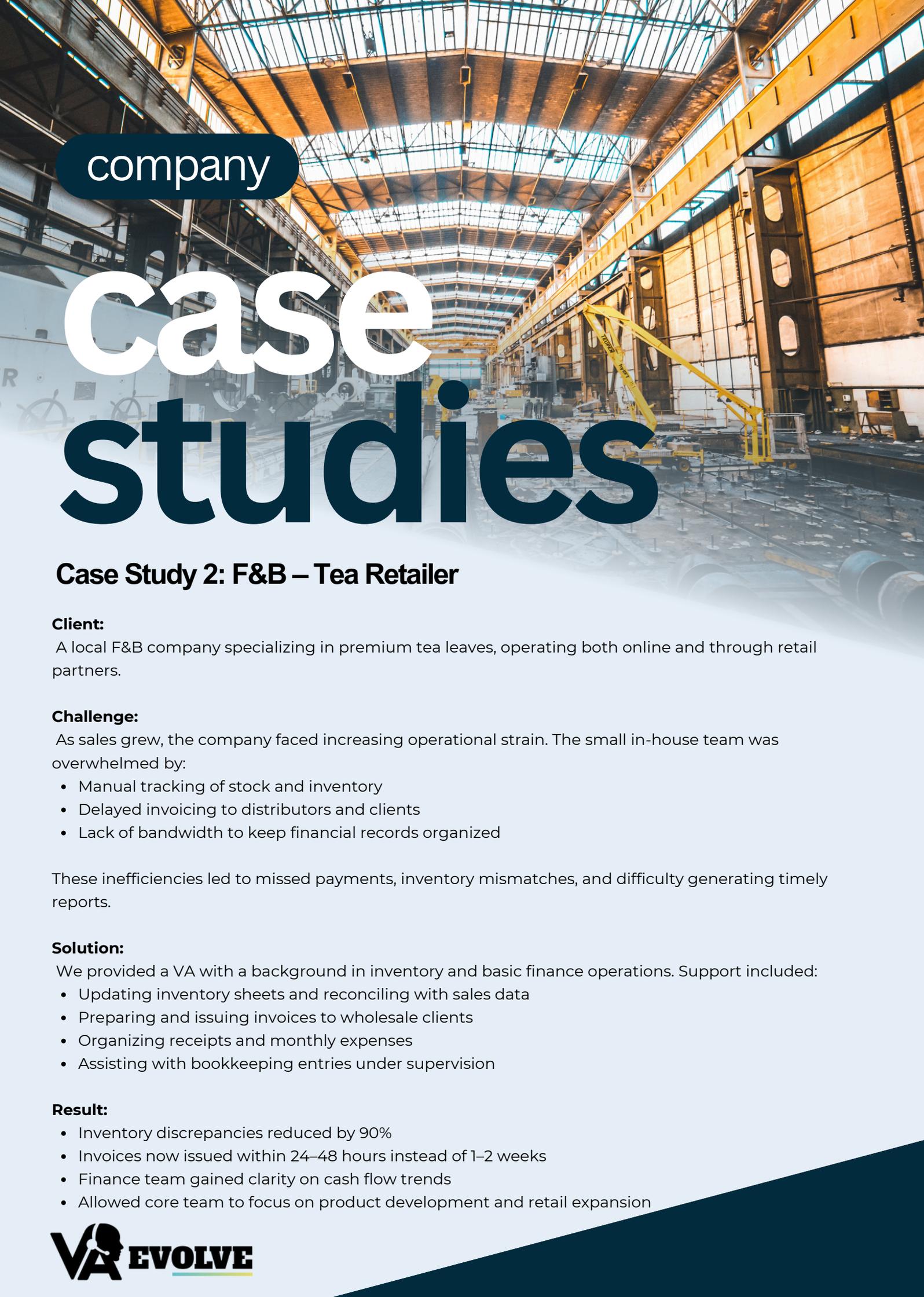
Solution:

We provided a VA with experience in e-commerce marketplace operations. The VA handled:

- End-to-end store setup on Shopee SG, Shopee MY, and Lazada
- Uploading and optimizing product listings
- Monitoring orders and coordinating with logistics
- Responding to customer inquiries
- Running flash deals and applying platform vouchers

Result:

- Stores went live within 2 weeks
- First month generated over 100 orders
- Customer rating of 4.9★ on Shopee
- Client now consistently earns monthly revenue and has expanded product offerings



company

case studies

Case Study 2: F&B – Tea Retailer

Client:

A local F&B company specializing in premium tea leaves, operating both online and through retail partners.

Challenge:

As sales grew, the company faced increasing operational strain. The small in-house team was overwhelmed by:

- Manual tracking of stock and inventory
- Delayed invoicing to distributors and clients
- Lack of bandwidth to keep financial records organized

These inefficiencies led to missed payments, inventory mismatches, and difficulty generating timely reports.

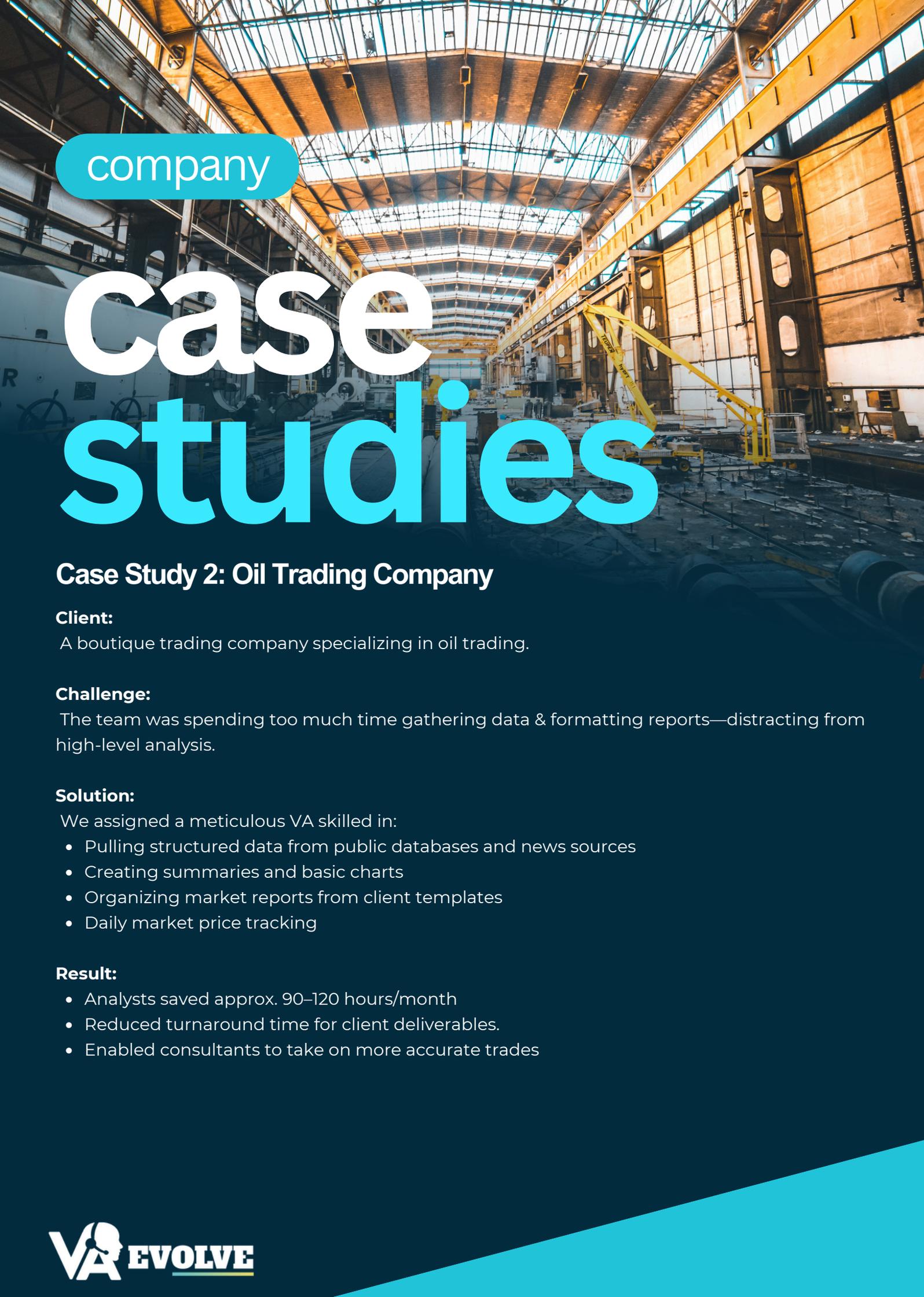
Solution:

We provided a VA with a background in inventory and basic finance operations. Support included:

- Updating inventory sheets and reconciling with sales data
- Preparing and issuing invoices to wholesale clients
- Organizing receipts and monthly expenses
- Assisting with bookkeeping entries under supervision

Result:

- Inventory discrepancies reduced by 90%
- Invoices now issued within 24–48 hours instead of 1–2 weeks
- Finance team gained clarity on cash flow trends
- Allowed core team to focus on product development and retail expansion



company

case studies

Case Study 2: Oil Trading Company

Client:

A boutique trading company specializing in oil trading.

Challenge:

The team was spending too much time gathering data & formatting reports—distracting from high-level analysis.

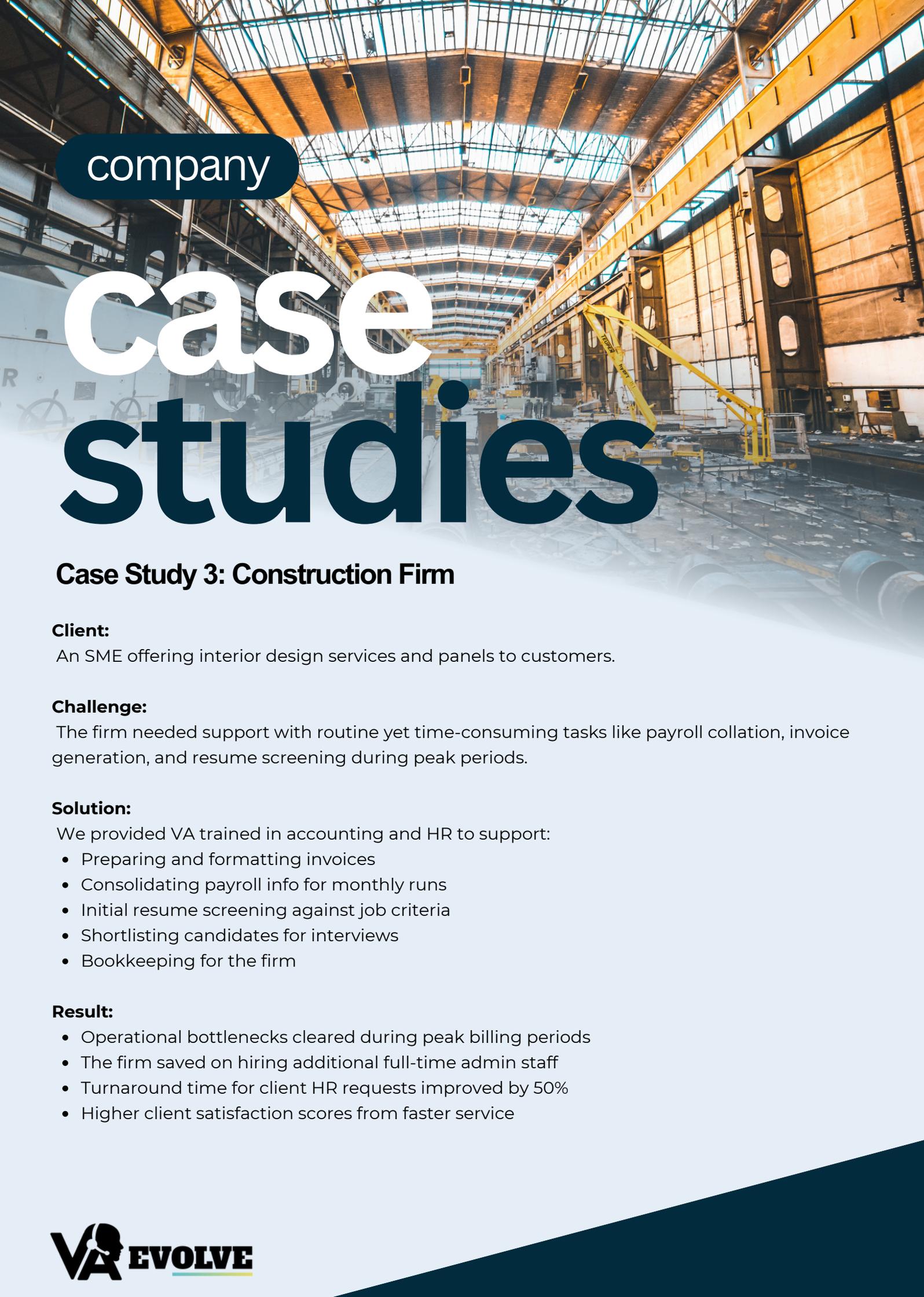
Solution:

We assigned a meticulous VA skilled in:

- Pulling structured data from public databases and news sources
- Creating summaries and basic charts
- Organizing market reports from client templates
- Daily market price tracking

Result:

- Analysts saved approx. 90–120 hours/month
- Reduced turnaround time for client deliverables.
- Enabled consultants to take on more accurate trades



company

case studies

Case Study 3: Construction Firm

Client:

An SME offering interior design services and panels to customers.

Challenge:

The firm needed support with routine yet time-consuming tasks like payroll collation, invoice generation, and resume screening during peak periods.

Solution:

We provided VA trained in accounting and HR to support:

- Preparing and formatting invoices
- Consolidating payroll info for monthly runs
- Initial resume screening against job criteria
- Shortlisting candidates for interviews
- Bookkeeping for the firm

Result:

- Operational bottlenecks cleared during peak billing periods
- The firm saved on hiring additional full-time admin staff
- Turnaround time for client HR requests improved by 50%
- Higher client satisfaction scores from faster service