

What is Virtual Assistant / Choose VA as a profession

Video 09

Intro

Today I'm going to talk about something that change your life. Virtual assiatant, yes virtual assistant. If you have mobile or laptop and internet , yes you're in a right video.

What is Virtual Assistant

Virtual assistant is work as a helper but online. You can help a business owner or company to manage their work not going to office but from your home.

Why people choose this

There some reason why people choose this as a profession. The reasons are:

- Best Part Time job option
- Alternative earning
- No degree needed
- Work from home
- Best for women
- Easier option

Jobs as a Virtual Assistant

Now we are talking about some list of jobs you can choose

- Data Entry
- Email Management
- E-commerce shop management
- Social Media Management

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- Content Writing
- Research work
- Travel Booking guideline

What do you need

Tools

- Laptop
- Phone
- Internet

Skills

- Basic English
- Communication skill
- Search skills (Search or collect data for any topics that you get, need to search with best keywords for finding best details)
- Time management
- Designer
- Social media skill (post content, make content for product launch, video content)

Software

- Google workspace (Google meet, docs, sheet)
- Zoom
- Software according your dedicated skill (For designer – Canva, Photoshop etc)

Example

For example: you have knowledge about MS Office, you can easily find the work as data entry for any company or any business owner.

Or if you have Knowledge about SEO you can work seo specialist and manage any companies website details and social media content.

How can you learn

If you think about to start a work as a Virtual assistant , and you don't have any skills.

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Don't worry. You can learn free it online from youtube channel or facebook group. Just search in YouTube that " Free MS office tutorials" you see bunch of tutorials in front of you. Learn it from anywhere but you have to concentrate what you learn

Mistake you need to avoid

- Not take it as full time suddenly. When you earn consistently then take it as a full time.
- Communication gap between you and client.
- Don't fixed over price .

