



Company Profile: The Green Helpers

OVERVIEW:

The Green Helpers is a leading ITES (Information Technology Enabled Services) and BPO (Business Process Outsourcing) company specializing in providing comprehensive virtual assistant and office services to small American businesses. With a diverse range of offerings, we cater to various sectors including lawn care services, cleaning services, irrigation services, and martial arts schools.

We at The Green Helpers want you to have the freedom to focus on what you do best – running your service business. With the help of our handpicked team, all those pesky little tasks can be completed with ease so that you can spend time bragging about how green your grass looks. In addition to handling repetitive jobs such as calling potential customers, taking feedback, and ordering products for landscaping supplies, we'll plan out monthly marketing campaigns or handle exposure through social media platforms like Facebook Ads or Google AdWords Campaigns. We know its hard work running a small company and every resource counts!

The Green Helpers is a leading BPO and IT enabled service provider based in Bangladesh, specializing in a wide range of outsourcing solutions. Since our establishment in 2022, we have built a reputation for excellence by delivering exceptional services to clients worldwide.

Our team consists of a talented and experienced group of young professionals who are passionate about helping businesses thrive. We understand the challenges faced by organizations in today's competitive landscape, and our mission is to be the strategic partner that empowers our clients to overcome their most difficult problems.

At The Green Helpers, we pride ourselves on providing unparalleled strategies, innovations, and operational services. Our comprehensive service portfolio encompasses diverse areas such as BPO, Call Center, Virtual Assistant, Data Entry, and other remote services.

Through our expertise in Business Process Outsourcing (BPO), we analyze and optimize complex workflows, ensuring efficiency, cost-effectiveness, and enhanced customer satisfaction. Our goal is to help clients achieve operational excellence and gain a competitive edge in their respective industries.

Our Virtual Assistant services cater to the growing demand for remote administrative support. Our virtual assistants handle tasks such as calendar management, email

handling, research, and more, allowing clients to focus on core responsibilities and achieve greater productivity.

The Green Helpers Is also proficient in Data Entry services, ensuring accurate and reliable data processing, data conversion, data verification, and other data management tasks. We prioritize data security and adhere to industry standards, maintaining confidentiality and privacy at all times.

Overall, our company is committed to delivering exceptional BPO services to clients across the globe. We strive to exceed expectations, provide innovative solutions, and serve as a trusted partner in driving our clients' success. With our dedicated team and comprehensive service offerings, we are well-equipped to meet the diverse needs of businesses in various industries.

MISSION AND VISION:

Mission:

Our mission is to empower small businesses by providing them with efficient and cost-effective solutions to streamline their operations and enhance productivity. We strive to help our clients overcome their toughest challenges by providing unparalleled strategies, cutting-edge technologies, and operational excellence. Through our dedication and expertise, we aim to foster long-term partnerships and contribute to the success and growth of our clients.

Vision:

Our vision is to become a globally recognized leader in the BPO industry, renowned for our exceptional service quality, technological expertise, and client-centric approach. We aspire to create a dynamic and inclusive work environment that nurtures talent, encourages creativity, and fosters professional growth. By consistently delivering outstanding results and exceeding client expectations, we aim to establish ourselves as the go-to partner for businesses seeking reliable and innovative BPO solutions.

COMPANY ORGANOGRAM:



IBRAHIM MOHAMMED ABUL HASHEM

PROPRIETOR



NAFIZ ISLAM NADIT

**Digital Marketing &
Client Operations**



ALIF M. A. RAHIM

**Digital Marketing
Manager**



**ABU TAWBID KHAN
BADHAN**

Key Account Manager



RAHAT AL YEASIN

Designer & Illustrator

What we can do for you:



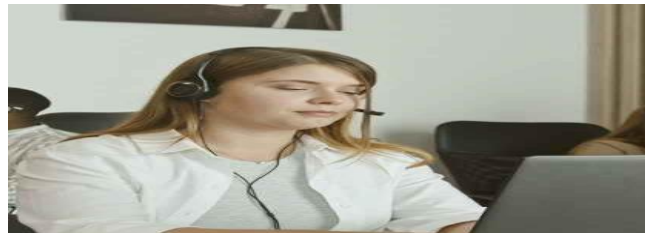
Website Management



**Digital Marketing and
Content Creating**



Graphic Design



Customer Relationship Management



Software-As-A-Service



Email Marketing



SEO Content



**Cloud Office
Management**



Payroll Assistant



Mentoring/Guidance

- **Website Services:** We provide Development, maintenance, and optimization of websites to enhance user experience and drive traffic. Maintaining your website is important when it comes to gaining new leads and keeping existing customers engaged. If that sounds like work you don't want to do and you need a quick refresh of maintaining your WordPress website We can help! Let our team set it up for you. It doesn't matter if the site was built ages ago – all updates are included in our packages so go ahead and hit us up about managing yours today.
- **Digital Marketing & Social Media Management:** We provide Strategic digital marketing campaigns tailored to boost online presence and engagement across various social media platforms. There are so many social media sites to keep up with – Twitter, Instagram, Snapchat – and even more content needs to be created daily. Sometimes you just need a little push in the right direction, or someone who's got your back so you can focus on what matters most: running your landscaping business. That's why our Social Media Management service is here for you!
- **Graphics Design (Digital Service):** We provide Creative design solutions for digital assets including logos, banners, and promotional graphics. You need a graphic designer? We got you covered. Your dream business needs beautiful postcards, flyers, door hangers for marketing purposes. Stop waiting to hire an expensive graphic designer! You can have affordable rates with us that are better than 99% of other companies.
- **Customer Relationship Management:** Excellent customer service starts by listening to clients, understanding their concerns, and tailoring your services to meet their needs. Our customer relationship management team will maintain all communication with your customers and leads. This includes making or receiving phone calls, sending out estimates, following up and getting quotes approved. We will also focus on upselling your services to existing customers to maximize your revenue!
- **Software-As-A-Service:** Our goal is to keep your business well-managed and efficient. With our software management solutions, you will never have to worry about losing track of scheduling jobs on time or keeping up with invoices every week because we've got it all under control. Our team has experience with managing software's such as Yardbook, Jobber, Service Autopilot, HouseCall Pro and many more.
- **Email Marketing:** You have a list of collected emails from your customers and leads. But you don't know how to keep them interested. That's where we come in! We'll deliver delightful content with a wide range of landscaping topics and ensure they never miss out on any discounts you might be running.

- **Search Engine Optimization (SEO):** We provide Optimization strategies to improve website ranking and visibility on search engine results pages. Say goodbye to low rankings. Get more traffic and generate business with our SEO Content service. We will improve your website and Google My Business page ranking through SEO targeted towards your niche. This includes writing SEO Blog posts on a Bi-Weekly or a Monthly basis.
- **Cloud Office Management:** Communicate with your team like never before. Stay on top of deadlines and follow up efficiently without spending all day texting back and forth. We will equip your employees the tools to do their jobs better, save time doing yours, and let them become more productive than ever before!
- **Payroll Management:** We at The Green Helpers know you're busy and we want to help take some of that load off of your plate with our payroll solution that is fast and accurate. We will create payroll reports for you with all the information you need for making quick payments to employees – down to their individual work hours! Additionally, our team also has experience with Gusto – a cloud-based payroll, benefits, and human resource management software. Efficient payroll processing services to ensure timely and accurate compensation for employees.
- **Mentoring/Guidance:** We are experts in the landscaping industry; we've seen it all, done it all. We'll show you how to build your business from scratch and turn success into a resounding reality. There's never been a better time to start your own successful landscaping business with help from our mentors! From working on getting your company started, to streamlining employee manuals and policies, we will work with you to attain the success of which you deserve.
- **Digital Content Development and Management:** We provide Creation and management of engaging digital content including blogs, articles, and promotional materials.
- **IT Support:** We provide Reliable technical support to troubleshoot IT issues and ensure smooth functioning of digital infrastructure.
- **Data Entry & Processing:** We provide accurate and reliable data entry services, including data processing, data cleansing, data conversion, and data verification. Our expertise in Accurate and timely entry and processing of data to maintain organized records and facilitate decision-making.
- **Web Listing:** We provide Listing management services to ensure accurate and consistent representation across online directories.
- **Digital Data Analytics:** We provide Analysis of digital data to derive actionable insights for informed decision-making.
- **Virtual Assistant Services:** Our virtual assistants offer remote administrative support, calendar management, email handling, research, and other personalized

services. By delegating routine tasks to our dedicated virtual assistants, clients can focus on higher-value activities and achieve better work-life balance.

- **Inbound & Outbound Call Assistance:** Our call centers services encompass inbound and outbound customer support Professional and courteous telephone support to manage customer inquiries, scheduling, and order processing. We leverage advanced technologies and skilled agents to deliver exceptional customer experiences and build strong relationships with clients' customers.
- **Administrative Work Assistance:** We provide efficient handling of administrative tasks such as email management, appointment scheduling, and document preparation.

THANK YOU
