RPSI SERVICES LIMITED
TRADING AS TECH-TEEM.COM

Level 7, House # 1, Road # 20/A
Sector 3, Uttara, Dhaka -1230
+88 01608 967 110
info@tech-teem.com
www.tech-teem.com

Business Profile

Tech-Teem.com is a trading name of RPSI Services Limited (Bangladesh)

TECH-TEEM virtual assistants are a young and resourceful group of highly skilled and experienced professionals based in Dhaka, Bangladesh. All team members are graduates from reputed universities. TECH-TEEM virtual assistants are fluent in English, experienced in administrative roles and proficient in computer skills including presentations, graphics, multimedia, spreadsheets, and data processing. Our expert virtual assistants have been assisting multiple clients around the world and will bring their energy and expertise to your business.

Tech-Teem offers cost-effective solutions for overseas companies utilizing our low-cost labour from one of the fastest developing countries. We pick highly skilled and experienced team members who excel at performing business process services remotely for offshore business on-demand basis. Our expert virtual assistants have been assisting multiple clients around the world as of now.

We recruit teams that work for you/your company under our roof. This means we take care of all the back-office operations for you. We facilitate virtual assistant according to your specific needs and time, providing customer service, back-office support, virtual assistant, bookkeeping, remote administration, and more. With tech-teem, you have control over the things that make your business process unique. We aim to provide you remote assistance in the field necessary for your business and operations on contract and periodic basis. Tech-Teem excels in delivering the services virtually using cloud platforms and inventive tools aided to make service delivery easier and effective. Furthermore, we follow specific framework to deliver best services to ensure client satisfaction in cost-effective proposition.

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Area of Business with Product Line

Serial No	Area of Business (Remote Services - BPO)	Service Line
1	Administrative	• Customer Calls • Diary Management • Personal Assistant Services • Corporate Travel Concierge
2	Bookkeeping	• Accounting Entries • Book Management • Budgets & Forecast • Financial Reports
3	Call Centre	• Inbound/Outbound Calls • Customer Support • Lead Generation • Tele-Marketing
4	Data Entry	• Backend Data Entry • Data Analytics • Database Management
5	Ecommerce	• Order Process • CRP Management • Drop Shipping
6	Invoice Management	• Invoice & Collection • Expense Management • Report & Optimise
7	Logistical Support	• Inventory Management • ERP Management • Logistics Handler
8	Research	• Product Sourcing • Market Research • Trend Reports • Product & Market Analysis
9	Brand Marketing	• Campaign & Content Production • Graphics & Motion Design • Social Media Buy & Management • Web & LOB Software development
10	Skill Development	• Communicative English • IT For Office Management • Spreadsheet & Bookkeeping • Data Processing & Analysis