



# GULARIRE VA SERVICES

Company Profile

# About Us

## WHO ARE WE?

At Gularire Virtual Assistant Services, we are dedicated to connecting established business owners with highly skilled virtual specialists to save you time and money. Browse our site today to find out the types of services we offer, and get in touch to learn more.

Want to know why top founders and successful executives keep choosing to work with Gularire VA Services? Our rigorous hiring process ensures that we only hire highly skilled assistants who are flexible, efficient, and easy to work with. By working with one of our VAs, you get to focus on what really matters, while someone else handles your day-to-day, mundane tasks.

Our goal is to restore and consistently maintain a healthy work-life balance for our clients. Gularire VA Services works hard to help reach a sense of fulfilment, without having to sacrifice your precious time. Read more about what makes us unique below.



# Time Management Activities

# Our Philosophy

What We Believe In

## OUR VISION

Create support and an efficient work environment for our Clients to free up their time from mundane task and thus allowing them to grow their business to the next level.

## OUR MISSION

Our mission at Gularire VA Services is to provide efficient support team with excellent service, integrity, open communication and collaboration to executives, professionals and entrepreneurs,



# Our Values

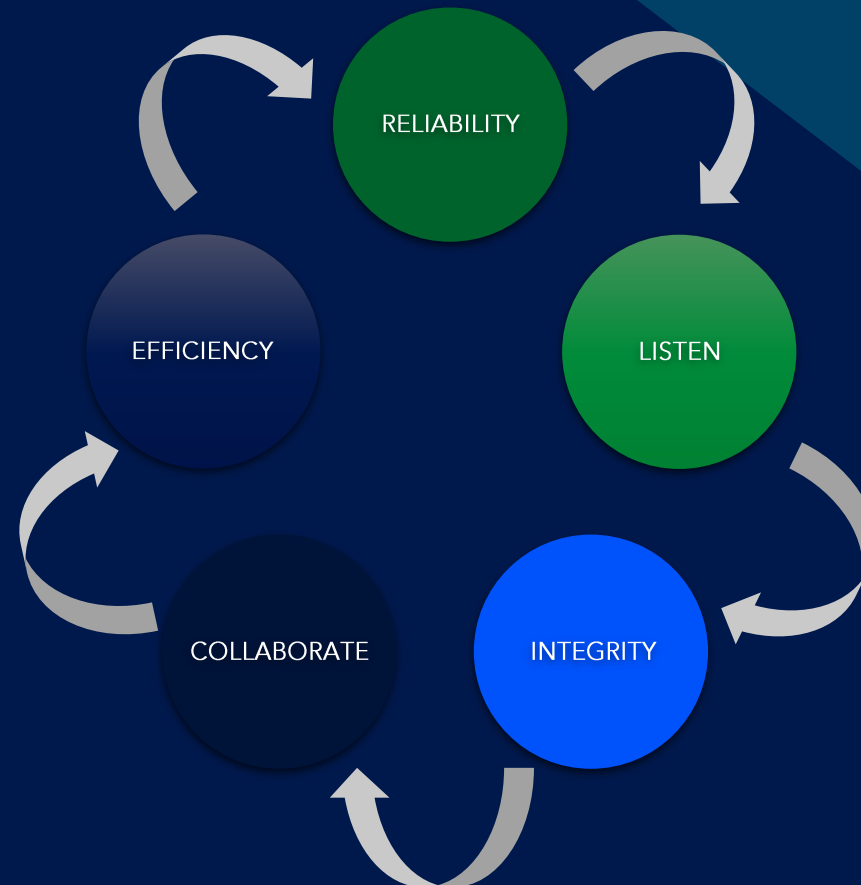
At Gularire VA Services we keep it **REAL** with our Clients. Our services engulf our **REAL** motto of:

**RELIABILITY** – We believe in being committed to our Clients and offering first class service that they can depend on.

**EFFICIENCY** – We respect the beliefs and opinions of all people. We encourage our employees to always perform to the best of their abilities, meeting the expectations of our customers and our company.

**ACCOUNTABILITY** – We stand firm with high moral values and honesty in everything that we do. We will not compromise the truth. We believe in being accountable for all our actions and lead our business with integrity.

**LISTEN** – We respect the beliefs and opinions of all people. We encourage our employees to always perform to the best of their abilities, meeting the expectations of our customers and our company. We listen and collaborate with our Clients to ensure every job is delivered as intended by the Client.





# Our Services

How Can We Be of Service To You?





# Administrative

Administrative & Customer Support

Do you find yourself getting stuck doing mundane tasks, day in and day out? Enter Gularire VA Services. Our dedicated, attentive Virtual Assistants will manage your calendar appointments, travel arrangements, report writing, presentation preparations, emails, and many other tasks that come up. Get in touch to learn more.

Running an efficient business takes a lot of time and effort, and our VAs are here to help. From taking customer calls to answering online inquiries, we'll make sure your customers get the professional support and attention they deserve.



# Marketing

## Branding and Marketing

Our creative talent have the experience in making sure that our creativity helps you sell.

How does this help you? Well it means that not only will your website look great, but we will also provide you with an array of back up documents that would help you maintain and advertise your brand.

These include:

- Report templates.
- Company Stationeries ( Receipt Books, Invoice Books, Letterheads etc.)
- Business cards.
- Company Profile & Brochure.
- Marketing Fliers.
- Corporate folders.
- Digital newsletters & Catalogues. designs.
- Letterheads.
- Print Ad design.
- Slide presentations.
- Project Proposals.



# Finance Support

## Finance Management Support

Process and prepare financial and business forms for the purpose of checking account balances, book keeping, facilitating purchases, etc.

Preparing finance reports and Audits.

Perform routine calculations to produce analyses and reports as requested by the finance director. Help oversee and manage individual accounts.

Software used:

- Excel Reports.
- Pastel Accounting.
- Quick Books.





# Management

## Project Management

Project management responsibilities including the coordination and completion of projects on time within budget and within scope.

- Oversee all aspects of projects and events.
- Set deadlines, assign responsibilities and monitor and summaries progress of project.
- Prepare reports for upper management regarding status of project.
- Event planning and coordination.

Our Management covers all sectors e.g. construction project management, NGO projects management, event coordination and management etc.



# Web Design

## Website design and Hosting


We ensure that we provide the best responsive website that will enable your client access your information regardless of the device they are using.

In this digital era the use of smart phones, smart TVs and computers are quickly replacing the projector presentation set up hence the use of static website is no longer required.

Depending on your needs we can also design an App that would best convey your services.



# SAMPLE WORK



GAHSO

[Home](#) [Overview](#) [Our Team](#) [Focus Area](#) [Projects](#) [Donation](#) [Contact](#)

[Donate](#)

## GLOBAL ALLIANCE FOR A HEALTHY SOCIETY

A Non Profit Organization aimed at promoting research, improving access to quality education, health, better sanitation and reduction of poverty.

LEARN MORE

↓



GAHSO

[Home](#) [Overview](#) [Our Team](#) [Focus Area](#) [Projects](#) [Donation](#) [Contact](#)

[Donate](#)

## About Us

Global Alliance for A Healthy Society (GAHSO) is a right-based and demand-driven youth-led National Non-Governmental organization registered in 2016.

GAHSO's main objective is to provide socio-economic empowerment programmes through provision and promotion of easy access to quality Healthcare, Education, improved agribusiness initiatives, ICT, Water and sanitation and Advocacy for good governance and accountability.

Besides, GAHSO is committed to promoting and advocating for social, legal, cultural, and economic, inclusivity particularly for the marginalized population in the society.

LEARN MORE





GAHSO

[Home](#) [Overview](#) [Our Team](#) [Focus Area](#) [Projects](#) [Donation](#) [Contact](#)

[Donate](#)

## Our Focus Areas

01.

**Health & Human Rights**

Promote and provide high-quality and comprehensive sexual reproductive health rights (sexuality) education and training programs for young people. Championing for human rights protection and respect for human dignity. Provision of a multi-faceted HIV/AIDS targeting programming for general population as well as the sexual minority groups in the society. Advocating against early marriages and gender based violence.

02.

**Sustainable Socioeconomic Empowerment**

Building the economic and social capacity of low-income households through the SILC grouping model. Training youths, women, and the marginalized populations on modern and sustainable entrepreneurship as well as smart-skills agribusiness.

03.


**Leadership, Governance and Accountability**

Through advocacy, sensitization and community forums that ensure participation of the vulnerable and marginalized population on issues affecting their day-to-day lives.

04.

05.

06.




SABERO (EA) LIMITED

[Home](#) [ABOUT US](#) [OUR VALUES](#) [SERVICES](#) [PROJECTS](#) [HELP](#) [CONTACT US](#)

## SABERO (EA) LIMITED

Building Your Future


HOME



SABERO (EA) LIMITED

[Home](#) [ABOUT US](#) [OUR VALUES](#) [SERVICES](#) [PROJECTS](#) [HELP](#) [CONTACT US](#)

### ABOUT US




SABERO (EA) LIMITED is one of the leading earthmoving and underground utility contractors in Kenya. Through the years, SABERO E.A. LIMITED has been recognized as a leading contractor by both the public and private sectors.

One of the keys to this success is the ability to provide our customers a complete site development package including mass grading, underground utilities and paving.

By staying ahead of technology and continually education our employees, we provide the safest and most cost effective site solution to any project.

SABERO (EA) LIMITED works as a sole company in most projects, however, at times SABERO (EA) LIMITED enters into a Joint Venture Partnership with other contractors as needed depending on the Project Scope.




SABERO (EA) LIMITED


[Home](#) [ABOUT US](#) [OUR VALUES](#) [SERVICES](#) [PROJECTS](#) [HELP](#) [CONTACT US](#)

### Project Detail

#### KAREN WATER FRONT MALL


CRJE (EA) Limited – Karen Water Front Mall September 2016






**CAT D6 Dozers**

Caterpillar D6 track-type or is a medium bulldozer manufactured by Caterpillar with a nominal operating weight of 18 tons.




**Track Loader**

A tracked loader is an engineering vehicle consisting of a tracked chassis with a loader for digging and loading material.




**Backhoe**

backhoe loader, also called a loader backhoe, is a heavy equipment vehicle that consists of a tractor like unit fitted with a loader-style shovel/bucket on the front and a backhoe on the back. backhoe loaders are very




**Wheel Loader**

Wheel Loaders for Any Job Whether you need a wheel loader for use in landscaping, agricultural, construction, waste management, forestry, or mining applications, Caterpillar wheel loaders make any material handling




**Excavators**

Excavators (Hydraulic Excavators) are heavy construction equipment consisting of a boom, dipper (or stick) bucket and cab on a rotating platform known as the "house".




**Lowboy Trucks**

Our trucks are big enough to transport all your transport needs.



BUILDRITE  
EQUIPMENT & CONSTRUCTION LTD




## BUILDRITE EQUIPMENT & CONSTRUCTION LIMITED

### COMPANY PROFILE



WE UNDERSTAND YOUR NEEDS



## 04



### WHY CHOOSE BUILDRITE?



## OUR EQUIPMENT









# SAMPLE WORK



## VIRTUAL ASSISTANT SERVICES!

LOOKING TO EXPAND YOUR BUSINESS BUT GETTING ANCHORED DOWN BY THE ADMIN?

WHY NOT TRY GULARIRE VA SERVICE TODAY

### MARKETING SERVICES

SITE DESIGN | HOSTING | MAINTENANCE  
COMPANY PROFILE DESIGN  
COMPANY LOGO DESIGN  
PITCH DECKS  
BUSINESS CARDS

### FINANCIAL SERVICE!

BOOKKEEPING  
ACCOUNTS PAYABLE: RECONCILIATION, PAY INVOICES  
ACCOUNTS RECEIVABLE:  
BANK RECONCILIATION  
GENERATING INVOICES  
PAYROLL  
SUPERANNUATION PAYMENTS

### ADMINISTRATION SERVICE!

WRITING AND FORMATTING DOCUMENTS  
EMAIL MANAGEMENT  
ORGANISING MEETINGS, CALENDAR MANAGEMENT  
DATABASE MANAGEMENT AND DATA ENTRY  
HUMAN RESOURCES; WRITING POLICIES AND PROCEDURES,  
RECRUITMENT, REFERENCES  
INVOICES, QUOTES AND LIAISING WITH SUPPLIERS  
TRAVEL AND ACCOMMODATION.

### CONTACT

EMAIL: [MARIONG@GVASERVICE.COM](mailto:MARIONG@GVASERVICE.COM)  
PHONE: +254 728 264 395  
+ 254 733 122 788  
WEBSITE: [HTTPS://WWW.GVASERVICE.COM](https://www.gvaservice.com)

## +254 DIASPORA DJS ON THE MIX PRESENTS

# COOL VYBZ ENTERTAINMENT

WAKE UP TO SMOOTH MORNING MUSIC!!

## WITH DJMOHA VISA

### WEDNESDAY JULY, 15 2020

FACEBOOK LIVE •

07:00 EA.T | 00:00 est | 5AM UK | 6AM GER

**M-PESA NUMBER FOR SUPPORT AND BOOKINGS**  
**DANIEL OCHIENG: +254 728 342 708**



# Our Rates

What Will Be The Cost For You?





# Our Rates

**Standard**  
\$25.00/Hour

Basic VA services  
with offering 2  
hours a day with a  
maximum of 10  
hours a week.

**Business**  
\$20.00/Hour

Basic VA services  
with offering 4  
hours a day with a  
maximum of 20  
hours a week.

**Premium**  
\$15.00/Hour  
One week free

Basic VA services  
with offering 5  
hours a day with a  
maximum of 30  
hours a week.

**Website Design**  
once off Plus  
1 Yr. Hosting Free

Website design  
plus a free  
Company  
Profile. Hosting  
and domain  
charges are billed  
annually.



# Contact Us.

GULARIRE VA SERVICES

Westlands, Kenya



P.O. BOX 24958 – 00502 NAIROBI , KENYA



+254 733 122 788 / +254 728 264 395



[info@gvaservice.com](mailto:info@gvaservice.com)



[www.gvaservice.com](http://www.gvaservice.com)