



xentra

Driving business growth by providing practical, reliable,
and cost-effective VA outsourcing

COMPANY STORY

Xentra is an IT outsourcing firm with headquarters in Nevada, USA, and development centers in the Philippines. We implement a competitive business model that offers many options for IT services that you can choose from. We focus on your business needs and requirements to improve revenue, profitability, and employee productivity. This enables us to provide industry-specific solutions that drive business growth.

We launched our new service, Virtual Assistant outsourcing, to address one of the most common problems many companies face today — understaffing. With our VA services, you can make the most of your precious time and focus on your core responsibilities. With the help of VAs, you can scale your business faster.



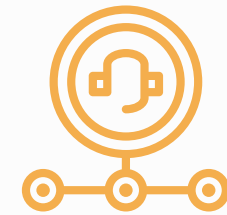
WHY XENTRA?

We offer cost-effective, end-to-end, industry-standard services, allowing you and your team to focus more on strategic roles. We'll help you grow your business with a dedicated, outsourced staff.



Cost-Effective VA Services

Outsourcing allows you to save more money compared to direct hiring. VAs can take over some of your required tasks, allowing you and your staff to focus on other, more important functions.



End-to-end VA Services

We're an end-to-end service. We handle everything from recruiting, monitoring, onboarding, and training your VA. To oversee your VA's work and communication, we assign every VA and client a manager.



Dedicated Industry-Standard VAs

We make sure our VAs meet your standards. They are process and workflow-oriented, highly trained, and tech-savvy. More importantly, our VAs are specialists in their field.

KEY STATS

09 Years of
Credible Service

20+ Years of
Professional
Experience

02 Offices
Worldwide

LOCAL and INTERNATIONAL
Served Clients





OUR EXPERTISE

WHAT OUR VIRTUAL ASSISTANTS DO:

- Basic office administration
- Office document management
- Transcription and audio typing
- E-commerce and SKU management
- Online marketing and lead generation
- Booking and confirmation, voicemail and email management
- Proofreading
- Secretarial work
- Data encoding
- Social media management
- Appointment setting
- Graphic design
- Research
- Transcription services
- Search engine optimization
- Moderation
- Presentations
- Telemarketing
- And more



OUR EXPERTISE

ROLES OUR VAs CAN DO:

- Administration Virtual Assistant
- Bookkeeping Virtual Assistant
- Copywriter Virtual Assistant
- Sales and Customer Service Virtual Assistant
- Lead Generation Virtual Assistant
- Digital Marketing Virtual Assistant
- Graphic Design Virtual Assistant
- Social Media Virtual Assistant
- Video and Audio Virtual Assistant
- Website Virtual Assistant
- Data Entry Virtual Assistant
- Project Management Virtual Assistant
- And more

RATES

For Junior VAs

A junior virtual assistant has 1-2 years of relevant experience.

- Part-time Junior VAs
- Full-time VAs

For Mid-Level VAs

Typical intermediate virtual assistants have 2-4 years of relevant experience.

- Part-time Mid-Level VAs
- Full-time Mid-Level VAs

For Senior VAs

Most senior virtual assistants have 4+ years of relevant experience.

- Part-time Senior VAs
- Full-time Senior VAs

Alternatively, clients can assign a minimum number of hours.

Rate Base

- Fixed prices that are often offered as packages
- Hourly rates

MEET OUR TEAM

Meet the people
behind Xentra Infotech
Solutions, Inc.



Maner Puyawan
Chairman and Founder



Maricel Medel
President/Co-Founder



Randy Esteban
Chief Operating Officer



Lemmuel Cabuhat
VP Software Development



Aileen Agbada
SVP Program Management



Mellanie Alpay
VP Project Management



Brian Bron
Creative Director



CONTACT US

Work with us.

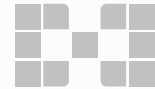
We are excited to hear your story and help you reach your business goals.

www.xentrasolutions.com

✉ sales@xentragroup.com

📍 871 Coronado Center Drive, Suite 200,
Henderson, Nevada, 89052,
United States of America

Xentra Tower, Blas Ople Diversion Road,
Barangay Bulihan City of Malolos,
Bulacan 300 Philippines

Designed by  DesignHub