

Eltoma Corporate Services

Virtual assistance services from
competent specialists



Issues and difficulties solved by virtual assistance services



Ensuring the full-fledged functioning of the business while reducing the cost of its organising



Receiving correspondence for you and communicating with government agencies on your behalf



Possibility of obtaining a single number for incoming calls, redirecting calls to a mobile phone



A well-built process in accordance with the current legal requirements and standards, the establishment of business communication channels at a proper level

Entrust the solution
of these issues to
professionals

- ✓ Save your time and get professional virtual assistance services
- ✓ Experienced experts of our company will answer any questions regarding virtual assistance services

Content of the service

Virtual assistance services

1

Phone calls receiving

4

Your own mailing address obtaining

2

Services for the processing and storage of corporate correspondence

5

Hiring an employee who will perform tasks such as receiving calls and correspondence

3

The ability to record conversations, work with call statistics, add contacts to the black list

6

Forwarding calls to mobile phones, and fax messages to e-mail without notifying your customers about the fact of forwarding

What do we offer



Eltoma Corporate Services takes into account individual requirements, requests and applies a personalised approach in its work

Upon completion of the work,
you are provided with:

- ✓ full package of documents in Russian and English
- ✓ advice and support at all stages of the process



Dmitry Kucheryuk, CEO

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Worked for Pepsi, Gillette, Coopers & Lybrand, Shell

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The logo for ELTOMA, featuring a stylized icon of four dots arranged in a square pattern to the left of the word "ELTOMA" in a bold, sans-serif font.