

BACK OFFICE SERVICES

Vericen International
vericen.com

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Vericen is fully equipped to provide a wide range of services to individuals and businesses in a variety of industries. As industry experts, we can help you manage all your back-office operations within the specified turnaround time, thus improving your practice potential.

Professional Assistance and Support to Meet Your Goals

By partnering with us, you can eliminate all the hassles of hiring staff, overseeing processes, and thus retain your existing staff to procure more business that increases your overall business value. We work as an extension to your practice, providing complete assistance and support for carrying out various tasks.

Regardless of where you or your customers are located, Vericen can provide independent and professional business support to your company. We utilize the latest technologies and techniques and work with clients in a professional manner to help them achieve their business objectives.

Back Office Support Services

Vericen offers a range of back office support services, including but not limited to:

- a Data Entry Services – Online and offline
- b Invoice data entry services
- c Large volume data processing
- d Form processing
- e Data Mining
- f Web research and data extraction
- g Survey Questionnaire data processing
- h Mailing list compilation and updating
- i General Office administration services
- j Order - Entry, processing and fulfillment

Additionally

Accounts payable, accounts receivable, billing and customer invoicing and reporting.

Inbound and Outbound call center facilities to extemporize the back office BPO.

Order Receipt, Invoicing, Receipts, Collections and Accounting.

Credit verification, customer information maintenance, invoice entry, receipts application, aging analysis, and collection utilizing different channels of communication (telephone, emails and letters), bad debt management, write-offs and adjustments.

Whatever your needs may be, Vericen's committed and talented professionals can effectively provide you with quality services far beyond your expectations. We also have call centers to aid you in realtime monitoring for your process. With our state-of-the-art back office outsourcing services, you can always receive prompt response from our customer service staffs to your phone calls and e-mails.