

SEWCIAL OPS

The only one-stop-shop servicing the fashion and beauty industry.

OUR SERVICES

\$17/hr

- On-demand support
- Fractional billing, no full-time commitment



BOOKKEEPING

We offer detailed and timely bookkeeping services to support financial clarity and organization.



DATA PULL/DATA INTEGRATION

Generate and integrate customized reports to establish clear benchmarks and track key performance indicators (KPIs) for data-driven decision-making and performance optimization.



CUSTOMER SERVICE

We manage client communications with professionalism to ensure customer satisfaction and loyalty.



PRODUCT LISTING

Organize and update product listings and inventory categories for retail businesses.



EMAIL CAMPAIGN CREATION & SETUP

We set up and schedule email campaigns using client-provided graphics and content layouts.



PURCHASE ORDER ENTRY

Accurately entering and managing purchase orders across various sales and inventory platforms, ensuring consistency and reducing errors.



ADMIN & DATA ENTRY SUPPORT

Provide reliable admin and data entry support tailored to your operational needs.

THE WAY WE BEGIN TO BUILD YOUR SERVICE

01.

RESEARCH & ONBOARDING



Every partnership begins with a Research & Discovery phase to understand your goals, challenges, and opportunities. We also gather access to essential files and credentials to ensure a smooth start. This insight drives a tailored strategy. Once aligned, we deliver a clear roadmap and execution plan to move forward with clarity and purpose.

02.

PLAN

We believe that research and planning will give the foundation needed for a successful launch of our services. Our team will help set KPIs and goals with clients to ensure progress is being made in the right direction.

03.

TRAIN

Team delegation and training is crucial at this point. We prioritize and create SOPs for each process based on scope of work and budget.

04.

EXECUTE

Our team prefers for a best result than a fast one. We aim for the start of the project to stress test each process and make sure all members has clear understanding of their roles.

