



**GET WORK DONE.  
REMOTELY.**

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# OUR VISION

**To change the way companies grow  
by enabling remote collaboration  
between entrepreneurs and global  
talent.**



## WHO WE ARE

Wishup is India's first platform for remote employees. Wishup was conceived to support entrepreneurs and busy professionals in leading stress-free, productive lives.

Based in Delhi, India with an expanding presence in the US and UK, Wishup was born when Neelesh Rangwani and Vivek Gupta joined forces. Founded in July 2015, Wishup taps into an unconventional pool of talent – experienced remote workers – and trains them to be virtual assistants who help run grow and businesses across the globe.

Our services are best suited for SMEs with <100 employees, on the lookout for qualified and highly experienced alternatives to full-time in-office employees.

# WHAT WE DO

Wishup supports small and medium enterprises, entrepreneurs, and professionals by providing skilled virtual assistants who provide assistance on administrative tasks, research, project management, sales, and marketing, etc.

## ➡ The Services We Provide

➡ Administrative and Executive Assistants

➡ Research Assistant

➡ Hiring Assistant

➡ Virtual Project Manager

➡ Lead Generation Assistant

➡ Travel Assistant

➡ Real Estate Assistant

➡ ECommerce Assistant





➡ Bookkeeping Assistant

➡ Virtual Executive Assistant

➡ Virtual Assistant

➡ Social Media Assistant

# OUR CORE VALUES

-  **Team Work**
-  **Our People**
-  **Proactive Engagement**
-  **Partnering with Clients as Remote Employees**
-  **Better Workload Management**

# LEAVE POLICIES

- ➔ Every employee/VA/consultant will be entitled to the following leaves.
- ➔ Privilege Leave (P/L) + Casual Leave (C/L): 15 days ○ Procedure 2 leaves or less - An email to be sent to your Wishup reporting manager at least 2 weeks in advance
- ➔ Procedure more than 2 leaves - An email to be sent to your Wishup reporting manager at least 4 weeks in advance
- ➔ A total of 10 PL/CLs can be carried over to the next calendar year
- ➔ Sick Leave (S/L): 7 days ○ A minimum of half SL can be availed & a maximum of 7 days can be taken in a row. Any SL taken for more than 2 days at a stretch has to be supported by a Medical Certificate.
- ➔ Reporting Manager should be notified of your absence via telephone, email or sms
- ➔ Sick leave cannot be prefixed or suffixed with PL or CL.
- ➔ Sick leave cannot be accumulated or en-cashed or carried forward to the next calendar year
- ➔ Public Holidays: As declared by the company at the beginning of every year.



**THANK YOU**