

# TASBEHA SHAH

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Virtual Assistant | AI Automation Specialist

*Helping businesses run smarter with Google Workspace, Trello,  
AI-powered automation, and seamless calendar management.*

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Computer Science Student • Freelance VA Since 2023 • 500+ CRM Records Managed

# About Me

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I'm Tasbeha Shah, a results-driven Virtual Assistant and AI Automation Specialist based in Lahore, Pakistan. Currently pursuing my Bachelor of Science in Computer Science at Riphah International University, I combine technical know-how with hands-on business operations experience to deliver real, measurable results for clients worldwide.

Since 2023, I've worked as an independent contractor supporting multiple clients remotely — managing communications, organizing workflows, building databases, designing documents, and integrating AI tools to cut manual work in half. I specialize in making businesses run smoother, faster, and smarter.

<b>50%</b>	<b>500+</b>	<b>200+</b>	<b>40+</b>
Efficiency Improvement	CRM Records Managed	Leads Generated Monthly	Appointments Scheduled/Month

## Core Skills

Email Management	CRM Systems	Lead Generation	Zapier
ChatGPT	Claude AI	MS Copilot	Power Automate

Languages: English (Fluent) · Urdu (Native) | Availability: Immediate

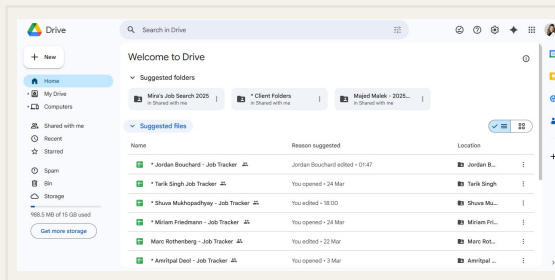
# Google Workspace

Drive · Docs · Sheets · Gmail · Calendar

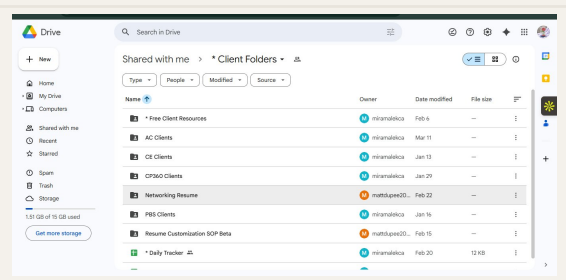
I manage multi-client Google Drive environments with a clear, scalable folder architecture. Client files are organized across dedicated workspaces — enabling fast access, version control, and seamless team collaboration across time zones.

## What I Do in Google Workspace:

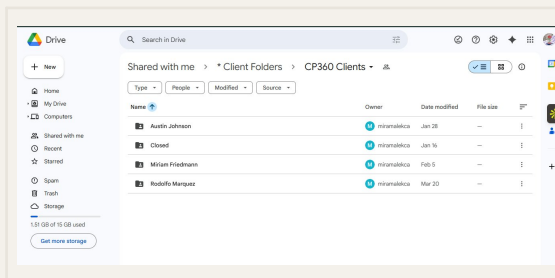
- Organize shared drives with folder hierarchies for multiple client accounts (AC, CE, CP360 clients)
- Maintain daily trackers, job trackers, and activity logs in Google Sheets for real-time visibility
- Manage 100+ daily emails with filters, labels, templates, and zero-inbox discipline
- Draft professional documents, proposals, SOPs, and reports in Google Docs
- Coordinate multi-stakeholder calendars across 5+ time zones with zero scheduling conflicts



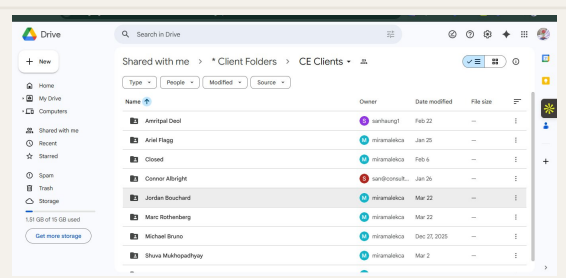
Google Drive — Client folder structure



Shared client workspace management



Google Drive — Client folder structure



Shared client workspace management

# Trello Project Management

Boards · Cards · Workflow Automation

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I use Trello to keep client projects on track — from onboarding to completion. Each board is designed for clarity, with cards tracking tasks, deadlines, priorities, and status updates in real time. I set up automation rules, checklists, and due-date reminders so nothing falls through the cracks.

## Trello Workflows I Manage:

- Client onboarding pipelines: To Do → In Progress → Review → Done
- Job search tracking boards for multiple clients simultaneously
- Resume writing & delivery pipelines with checklist templates per card
- Lead generation pipelines with prospect stages and follow-up tracking
- Multi-client task boards with color-coded labels and priority flags
- Integration with Google Drive and email for centralized task context

## Trello Power-Ups & Integrations I Use:

Tool	Purpose
Trello + Google Drive	Attach Drive files directly to cards
Trello + Zapier	Auto-create cards from email / form submissions
Butler Automation	Auto-move cards, assign members, set due dates
Trello + Slack/Teams	Notifications and updates to team channels
Card Templates	Standardized checklists for repeatable task types

# AI Prompt Engineering

ChatGPT · Claude AI · Microsoft Copilot · Perplexity

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I don't just use AI — I engineer it. By crafting precise, context-rich prompts, I extract high-quality outputs that match client tone, format, and goals. This has reduced manual workload by 50% and improved operational output quality significantly.

## Sample Prompt Examples:

### Use Case: ATS Resume Writing

*Prompt:* "Act as an expert ATS resume writer. Rewrite this resume for a [Job Title] role at [Company]. Use keywords from this job description: [JD]. Format with bullet points starting with strong action verbs. Optimize for ATS parsing while keeping it human-readable."

**Result:** 50% increase in interview callback rates across 50+ monthly resumes

### Use Case: Lead Generation Research

*Prompt:* "You are a B2B lead researcher. Find 10 companies in [industry] with 50-200 employees that recently raised funding. For each, provide: company name, website, estimated revenue, decision-maker LinkedIn, and a personalized outreach angle."

**Result:** 200+ qualified leads delivered monthly with 40% improved outreach efficiency

### Use Case: Email Management & Drafting

*Prompt:* "Draft a professional follow-up email to [prospect name] after our discovery call. Tone: warm but confident. Include: recap of their pain points, how we solve them, one clear CTA. Keep it under 150 words."

**Result:** Manages 100+ daily emails; faster responses, consistent client tone

### Use Case: Calendar & Scheduling Automation

*Prompt:* "You are my executive assistant. Review these 5 meeting requests and build me an optimized weekly schedule. Prioritize by urgency and energy levels. Block deep-work time in the morning, calls after 2pm, and add 15-min buffers between meetings."

**Result:** 40+ appointments/month across 5+ time zones with zero conflicts

# Calendar Management

Google Calendar · Scheduling · Cross-Timezone Coordination

Effective calendar management is the backbone of any productive team. I coordinate complex multi-stakeholder schedules across international time zones — ensuring meetings happen on time, agendas are prepared, and no appointment is ever missed or double-booked.

## My Calendar Management Process:

<b>1. Intake &amp; Prioritization</b>	Review all meeting requests and rank by urgency, stakeholder importance, and time sensitivity.
<b>2. Time Zone Coordination</b>	Convert all times using World Time Buddy/Google Calendar. Flag conflicts before they happen.
<b>3. Calendar Blocking</b>	Block deep-work time, buffer windows, and personal productivity hours to protect focus time.
<b>4. Confirmation &amp; Reminders</b>	Send calendar invites with agenda, dial-in links, and 24-hour reminder emails.
<b>5. Rescheduling &amp; Follow-up</b>	Handle last-minute changes quickly. Log outcomes and next steps post-meeting.

## Tools I Use for Calendar Management:

Zoom	Microsoft Outlook	Zapier Scheduling	Gmail Filters
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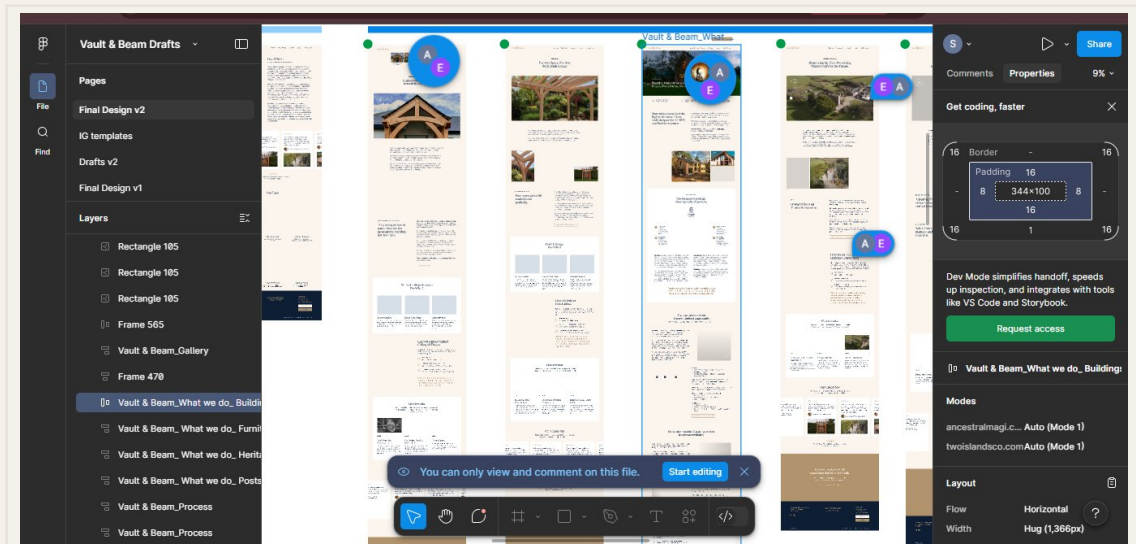
<b>40+</b>	<b>5+</b>	<b>0</b>	<b>100%</b>
Appointments per Month	Time Zones Managed	Scheduling Conflicts	On-Time Delivery

# Additional Work

Figma Design · Go High Level · Blog & Website Support

## Figma — Website & UI Design

I design professional, multi-page website mockups and digital assets in Figma. Working collaboratively with teams using real-time editing, component layers, and design system organization — from wireframes to polished final designs.



*Vault & Beam — Multi-page website design in Figma (Final Design v2)*

## Go High Level (GHL) — CRM & Automation

I manage client CRM pipelines, automated follow-up sequences, and lead nurturing workflows inside Go High Level. This includes building funnels, setting up triggers, managing contact records, and tracking conversion stages for multiple client accounts.

- Built automated email/SMS follow-up sequences for lead nurturing
- Managed pipeline stages: New Lead → Contacted → Proposal → Closed
- Set up calendar integrations and appointment booking workflows
- Maintained 500+ contact records with tags, notes, and interaction history

## Blog & Website Support

<a href="https://elitevagirls.com">elitevagirls.com</a>	VA industry blog — research, writing, and content management support
<a href="https://designwithsana.com">designwithsana.com</a>	Design portfolio site — content updates and blog post creation

# Results & Impact

Real outcomes delivered for real clients

<b>50%</b>	<b>45%</b>	<b>50%</b>
Reduction in Manual Workload	Operational Productivity Gain	Interview Callback Rate Increase

<b>Email Management</b>	Processed 100+ daily emails with zero missed messages. Implemented labeling, template, and filter systems that cut response time by 60%.
<b>CRM Accuracy</b>	Maintained 500+ client records at 98% data accuracy. Built automated follow-up sequences that reduced manual tracking effort entirely.
<b>Lead Generation</b>	Delivered 200+ qualified leads monthly using targeted research and intelligent segmentation. Improved client outreach efficiency by 40%.
<b>Resume Writing</b>	Produced 50+ ATS-optimized resumes per month. Achieved a 50% increase in interview callbacks through strategic keyword integration.
<b>Workflow Automation</b>	Implemented Zapier and Power Automate pipelines between platforms. Reduced data entry by 60% and eliminated manual cross-platform syncing.
<b>Scheduling</b>	Coordinated 40+ monthly appointments across 5+ time zones — zero scheduling conflicts across all client portfolios.

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I'm available immediately and open to freelance, part-time, or long-term remote opportunities. If you need a reliable Virtual Assistant who brings both human intelligence and AI efficiency to your business — let's connect.

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<b>Phone</b>	+92 302 149 0345
<b>Location</b>	Lahore, Punjab, Pakistan
<b>Availability</b>	Immediate — Remote Worldwide
<b>Websites</b>	elitevagirls.com   designwithsana.com

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*"Efficiency is doing things right; effectiveness is doing the right things." — Peter Drucker*