



CAPABILITIES DECK

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Hi, I'm Ashima!

I am writing to express my heartfelt appreciation to you for taking the time to review my capabilities deck. It means a lot to me to have the opportunity to share my nearly 20 years of executive support, operational management, and organizational building experience with you.

Throughout my career, I have had the pleasure of working with a diverse range of clients and have gained invaluable experience in providing exceptional virtual assistant and consulting services. I am confident that I can bring the same level of expertise and commitment to your business.

When it comes to working with you, I understand the importance of building trust and fostering a positive working relationship. That is why I am committed to upholding the highest standards of integrity, trustworthiness, and reliability. I know that you often operate in fast-paced and high-pressure environments, and my goal is to provide you with the support you need to succeed. As a servant leader, I prioritize your needs and work tirelessly to ensure that your goals are met.

I believe that with my experience and expertise, I can provide you with the guidance and support you need to grow your business and achieve your objectives. Whether you are just starting out or looking to take your business to the next level, you can trust me to be a dependable and trustworthy partner every step of the way.

Once again, thank you for your interest in my services, and I am excited about the opportunity to work with you. If you have any questions or would like to chat about how I can best support your business, don't hesitate to book a discovery call with me. Let's connect and explore how we can work together to achieve your goals!

Cheers to your achievements!

Ashima





SERVICES

ADMINISTRATIVE SUPPORT

- Audio Transcription
- Inbox Management
- Calendar Management
- Customer Service
- Data Entry
- Electronic Filing and Management
- Travel Management

BUSINESS OPERATIONS CONSULTING

- Change Management
- Creation of Standard Operating Procedures
- Inbox Optimization
- Onboarding
- Process Improvement
- Project Management
- Relationship Building
- Resource Allocation
- Strategic Planning
- Technology Assessment and Implementation
- AI Automation & Workflow Design



SYSTEMS & SOFTWARE

- Adobe
- AmTrav
- Bill.com
- Calendly
- Canva
- Confluence
- EarthClass Mail
- Egencia
- Google Suite
- LastPass
- Loom
- Microsoft Office 365
- Miro
- PandaDoc
- Paypal
- Signal
- Slack
- Slite
- Toggle
- Trello
- WhatsApp
- Zoom





LET'S WORK TOGETHER



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