

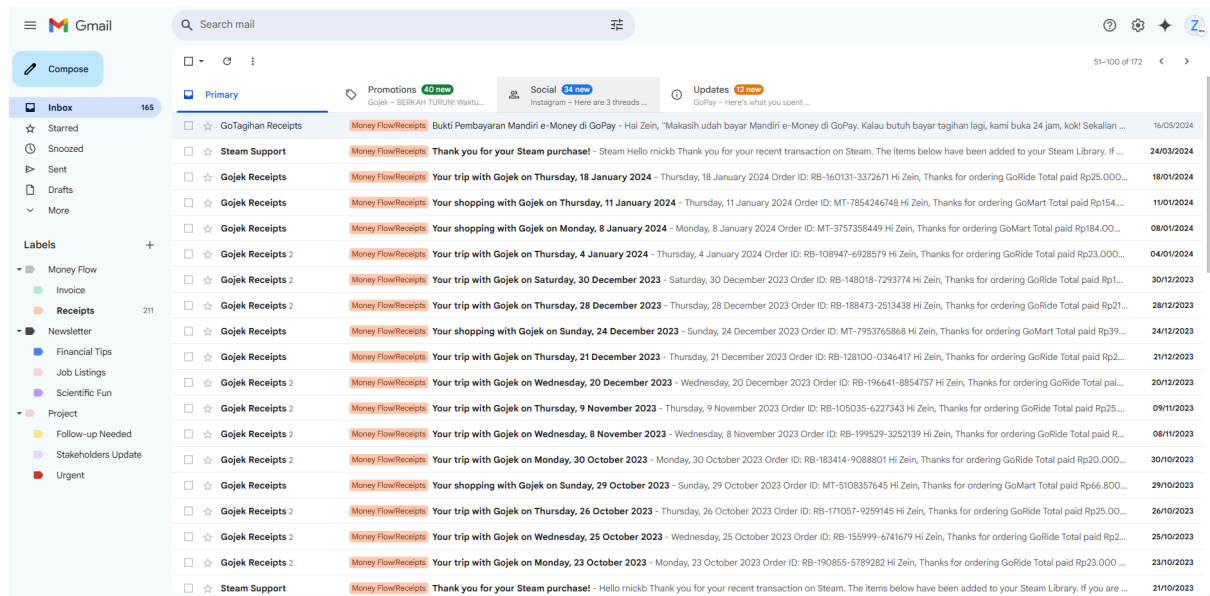
## Profile

I'm Muhammd Jibril Abdullah Zainal. I specialized in Office Admin helping businesses streamline operations, manage projects, and stay organized. With expertise in task coordination, customer support, and workflow optimization, I ensure my clients work smarter, not harder.

## What I can do for you:

- Email Management

A cluttered inbox can slow down productivity and create unnecessary stress. Managing emails is essential for a streamlined workflow, but tackling it alone can feel overwhelming.



- Calendar Management
- Document Formatting
- Data Entry
- File Organization
- Task Management
- Project Tracking & Coordination
- Expense Tracking & Invoicing
- Customer Support
- SOP Creation & Workflow Optimization
- Hands-on Client Communication
- HR & Recruitment Support
- English-Indonesian Translation & Proofreading
- Online Research
- Travel Itineraries