

A W A S H I M A
Q U E E N K W A G H V E
P O R T F O L I O



ABOUT ME

WELCOME

I am an all-round Virtual Assistant that is passionate about providing professional support to help manage your business and supporting impact-driven individuals and organizations to build an authentically striking and memorable brand / online presence, from creating and implementing strategies/systems, overseeing/managing large projects (for example, launches) to overseeing daily operations, tracking KPI's and managing team members so they may gain recognition and connect with potential clients.

I understand the importance of visibility, consistency, and relationship building in the online space during this time. I understand this may be difficult to develop and maintain for busy business & organization owners and happen to love doing just that. I'm here to support them in making a positive impact while alleviating some stress when it comes to managing their business.

Do check out my samples & services page to learn exactly how to benefit from what I offer.

RESUME

EXPERIENCE

I have developed and managed the brands of startups, non-profit organizations and other businesses over the year. I have also helped entrepreneurs to maximize their time and resources through EMPOWERING branding identity, marketing strategy, and engaging content without the hassle and less time consumption.

EDUCATION

Branding, Social Media, Virtual Assistant and Admin Support Training.

SKILLS

Organization, design, knowledge of branding and social media, strategy, & sales.

Personable, empathetic, intuition, adaptability, multitasking, teamwork, honesty, creativity,

TOOLS & TECHNOLOGY

Canva
Google Drive, Docs, sheets
Google meet
Microsoft word, excel, & PowerPoint
Mailchimp
Wix
WordPress
Google meet
Zoom
Slack
Social Pilot
Vistaprint
Linktree
Satoriapp

S E R V I C E S

SOCIAL MEDIA MANAGEMENT

- BIO AND PROFILE
- CATCHY CONTENT CREATION
- CONTENT PLAN CREATION
- COMMENT MANAGEMENT
- PROMOTIONAL EMAILS

ADMINISTRATIVE SUPPORT

- CUSTOMER SERVICE
- DATA ENTRY
- MULTIPLE EMAIL INBOX
- HANDLING
- INTERNET RESEARCH
- SCHEDULING
- CALENDAR
- MANAGEMENT
- EMAIL MARKETING

LEAD GENERATION

- WEB RESEARCHING
- LINKEDIN SOURCING
- CONTACT LIST BUILDING
- EMAIL VALIDATION CHECK
- EMAIL FINDING
- DATA ENTRY

S A M P L E S

A	B	C	D	E	F	
1	COMPANY NAME	LOCATION	CONTACT NAME	POSITION	CONTACT NUMBER	E-MAIL
2	20 Inner Ltd.	Majligh, Dhaka	Nafiz Musamim Billah	Managing Director	9336583	gamer@accessmnl.net
3	A & B Apparel	Rampura, Dhaka	Anwar Kabir	Proprietor	7288671	abapparels@dotcomline.com
4	4 Star Trade International	Rampura, Dhaka	Rour Rahman	Managing Director	9340830	sunan@starfashions.com
5	A & C (BD) Ltd	Banani, Dhaka	Bongi Kim	Managing Director	9892549-50	andc@stech-bd.com
6	A Plus Industries	Eksaton, Dhaka	Moniruddin Ahmed Bhuyan	Chairman	9353393	asmeen@tanga.net
7	AJ Apparel	Muradpur, Chittagong	Anup Chandra Paul	President	031-885037	ajappau@jurnashayin.com
8	Aggressive Style (Pvt.) Ltd	Mirpur, Dhaka	Md. Kamru Haqan	Managing Director	0181909991	professonal_kamru@gmail.com
9	AGS Fashion Ltd	Gulshan-2, Dhaka	Gholam Salimullah	Managing Director	9862913	gash@agsfashion.com
10	San Trade Limited	Mongerpura, Dhaka	Golam Ahyan	Managing Director	9128491	santrade@robud.net
11	Deborata Das	Uttara, Dhaka	Deborata Das	Director	0174289002	deborata@scaren-bd.com
12	Scarey Services Ltd	Banani, Dhaka	Nazr Golam Ali Cumrimoy	Managing Director	9862386	
13	Seven Step Apparel Export Import	Panthapath, Dhaka	Masudur Rahman Khan	Managing Director	9193077	red@sevenstep.com
14	Sham Fabrics International	Motijheel, Dhaka	Md. Anuj Hossain	Proprietor	9558041	prem@shamgroup.com
15	Shekhan Trading Co. Ltd	Banani, Dhaka	Haresh Shamimashi	Managing Director	9840203	haren@shekhan.com.bd
16	T & M Fashion	Uttara, Dhaka	Md. Sidur Rahman	Proprietor	896578	tmfahran@tmfashion.com
17	T S Fashion	Mirpur, Dhaka	Md. Mashedul Islam	Proprietor	9027857	mashed@tsfashion.net
18	Takrim Apparels Ltd	Banani, Dhaka	Manobur Rahman	Managing Director	9832485	manim@takrim.com
19	Tamimah Apparels Ltd	Uttara, Dhaka	Guitar Alam Chowdhury	Managing Director	9039999	thimam@tamimah.net
20	Tanteet Crafts	Gulshan-2, Dhaka	Rehadt Hossain Khan	Managing Director	0171301496	rehsad@tanteet.com
21	Target Sourcing Services LLC	Gulshan-2, Dhaka	Iqbal Ahmed	Managing Director	8850411	iqbal.ahmed@theamc.com

Category	Website	Business	Lastname	Title	Email
1	Ward, Inc.	http://www.ward.com	Ant	Demol	ward@ward.com
2	Wall Street Journal	http://www.wsj.com/careers	Barry	Editor	wsj@wsj.com
3	Washington Examiner	http://www.washingtonexaminer.com	Pat	Editor	pat@washingtonexaminer.com
4	Washington Examiner	http://www.washingtonexaminer.com	Pat	Editor	pat@washingtonexaminer.com
5	WIMA Consulting, LLC	http://www.wima.com	Christopher	CBO	christopher@wima.com
6	Wimblick Managed Services	http://www.wimblick.com/2010/01/01/	David	CEO	ceo@wimblick.com
7	Wintec	http://www.wintec.com	David	President	dw@wintec.com
8	Wintec Computer, Inc.	http://www.wintec.com	David	President	dw@wintec.com
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S A M P L E S

The screenshot shows a Google Docs document titled "Kwaghve's SOP - Google Docs". The document is a template for a Service-Oriented Procedure (SOP) for a honeymoon. It includes sections for Company Name, SOP Title, Purpose, Scope, Responsibilities, Tools & Requirements, Pre-arrival planning, and Exceptional Customer Services.

COMPANY NAME
Kwaghve hone and suites

SOP TITLE
How to ensure the guest who are on their honeymoon have an amazing experience

Purpose
To ensure that the clients have an amazing unforgettable experience
To establish a set of guidelines that will make clients are well informed to understand what to expect and what to do during their stay

Scope
Pre-arrival Planning
Exceptional customer service
Safety and comfort
Special amenities or packages

Responsibilities
1. Ensuring the hotel staff provides personalized attention and care to the couple, acknowledging their special occasion.
2. Providing a comfortable and romantic environment, respecting the couple's need for privacy and relaxation during their stay.
3. Ensuring the hotel creates a romantic atmosphere throughout the property, including lighting, music, and public spaces.

Tools & Requirements
1. Honeymoon packages such as: room decorations, flowers, chocolates, welcome gifts, couples spa treatments, romantic dinner.
2. Guest profile management system to help track client preference to provide personalized service
3. Honeymoon concierge
4. Feedback mechanism to gather insights from guest and use the feedback to improve next time

Pre-arrival planning
1. Prior to the arrival, send a personalized welcome message, along itinerary and any preferences or requests they may have for their honeymoon. This is basically communicating with them to know what they may need for their honeymoon.

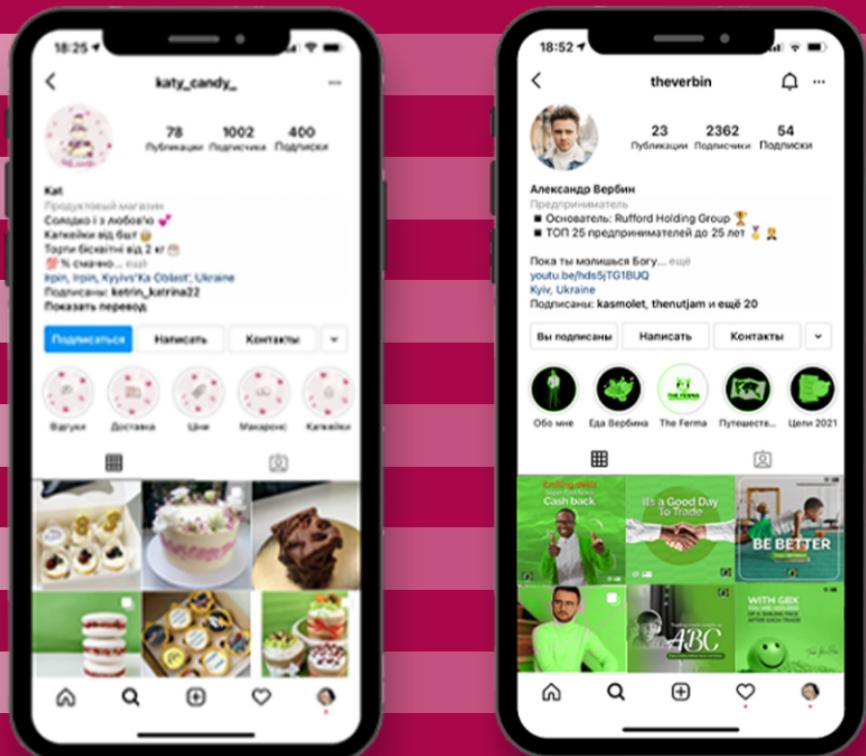
Exceptional Customer Services
1. Special Beach Services: arranging private, candlelit dinners on the beach, making it a secluded area with a specially curated menu for the couple.
2. Serving three courses meal: the appetizer, main meal and dessert to give the couple a variety of options.
3. Providing couples with exclusive spa packages.
4. Suggesting and arranging photo sessions for the couple to capture beautiful memories of their honeymoon.

At the bottom of the screen, the Windows taskbar shows various open applications including a browser, file explorer, and media players, along with system status icons like battery level, temperature, and date/time.

S A M P L E S

Travel Plan												Activities		Totals
	Date	Destinations		Transportation				Lodging					Total per night	
#		From	To	Mode	Depart	Arrive	Notes	Price	Name of Accommodation	Notes	Price per night	Summary of day's events		
1.	Monday, Sept 4, 2023	Los Angeles International Airport (LAX)	Dubai International Airport (DXB)	Airplane	08:40	20:00	Economy Business Class	\$8000	City Premier Hotel Apartment		\$110	- Attend the Business Conference.	\$110	
2.	Tuesday, Sept 5, 2023	City Premier Hotel Apartment	Conference Venue	Car								- Participate in meetings, seminars, and networking sessions.		
3.	Wednesday, Sept 6, 2023	Dubai International Airport (DXB)	Chhatrapati Shivaji Maharaj International Airport (BOM), Mumbai	Airplane	08:15	10:00	Approximately 2.5 hours	\$100	Panhandle by Marriot Mumbai International Airport		\$100	- Meet with local staff in the company offices in Mumbai.	\$100	
4.	Thursday, Sept 7, 2023	Farfield by Marriott Mumbai International Airport	Office	Car								- Discuss ongoing projects, business strategies, and team collaboration.		
5.	Friday, Sept 8, 2023	Sukhoi-Sukhoi Shringi Mahang International Airport (BOM), Mumbai	Sukhoi-Sukhoi International Airport (CGK), Jakarta	Airplane	07:55	10:40	Malaysia Airlines	Approximately 2 hours	Shangri-La Hotel Jakarta		\$100	- Lunch meeting with key team members.	\$100	
6.	Saturday, Sept 9, 2023	Anara Airport Hotel	Sala Meeting	Car								- Attend the sales meeting.		
7.	Sunday, Sept 10, 2023	Sukhoi-Sukhoi International Airport (CGK)	Changi Airport (SIN)	Airplane	11:10	14:00	Indonesia AirAsia	\$100	Crowne Plaza Changi Airport		\$100	- Present strategic products, and negotiations with clients or partners.	\$100	
8.	Monday, Sept 11, 2023	Crowne Plaza Changi Airport	Crowne Plaza Changi Airport	Car					Crowne Plaza Changi Airport		\$100	- Lunch meeting with prospective clients.	\$100	
9.	Tuesday, Sept 12, 2023	Crowne Plaza Changi Airport	Crowne Plaza Changi Airport	Car					Crowne Plaza Changi Airport		\$100	- Check into a luxury hotel in Singapore.	\$100	
10.	Wednesday, Sept 13, 2023	Crowne Plaza Changi Airport	Crowne Plaza Changi Airport	Car					Crowne Plaza Changi Airport		\$100	- Enjoy three days of rest, relaxation, and exploration in the vibrant city.	\$100	
11.	Thursday, Sept 14, 2023	Crowne Plaza Changi Airport	Los Angeles International Airport (LAX)	Airplane	01:00	08:10	American Airlines	\$1200	Lodging Total \$1205			- Explore local attractions, dining, shopping, or spa treatments.	\$100	
								Transport Total	\$750			Total Cost for Trip	\$8805	

S A M P L E S



THANK YOU

Reach out to me on any of these platform

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