# Pavni Shukla – Work Samples

## 1. YouTube Short Story Script – Siya & Aarav

College me naye session ka pehla din tha...  
Wahi din jab Siya ne pehli baar Aarav ko dekha.  
Dheere-dheere dosti hui... har roz baatein hone lgi har pal ek naya ehsaas...  
  
Siya usse dil se chahne lagi thi.  
Ek raat, usne himmat karke ek chitthi likhi:  
  
usme usne likha ki "Agar tum bhi mujhe pasand karte ho... to kal shaam 5 baje terrace pe aana..." ( Aarav)  
  
Agle din Siya terrace pe pahunchi...  
5 baje… vo terrace pe baithi thi Puri raat barish achanak barish hone lgi voh puri bheeg gyi thi fir b vo vaha se ek pal ke liye b nhi hati…  
  
Lekin Aarav nahi aaya.  
Siya toot gayi... usne college chhod diya... contact tod diya sbse par vo abhi bhi Aarav se pyr krti thi vo bimar ho gyi thi uski dost jyoti se uski ye halat dekhi nhi gyi to usne ek din Aarav ko call kr diya fir kya hua..??   
  
👉 Jaaniye Part 2 me...

## 2. Email Sample – Client Task Update

Subject: Weekly Task Update – Virtual Assistant  
  
Dear sarvesh shukla  
  
I hope you're doing well. Here's a quick update on the tasks assigned this week:  
  
- Social media posts for Instagram and Facebook have been drafted and scheduled.  
- Customer queries from chat and email have been responded to within 24 hours.  
- Google Sheet report has been updated with lead details.  
  
Please let me know if you'd like any changes or if there are new tasks for the coming week.  
  
Thank you for your continued trust.  
  
Warm regards,  
Pavni Shukla  
Virtual Assistant Intern