



# PORTFOLIO



**MUHAMMAD BILAL**

VIRTUAL ASSISTANT



**CERTIFIED**



Certificate no: UC-e59bad6d-bf2f-4f8a-a17e-67cc0b12852a  
Certificate url: ude.my/UC-e59bad6d-bf2f-4f8a-a17e-67cc0b12852a  
Reference Number: 0004

CERTIFICATE OF COMPLETION

# Must-Have Skills (Training) for Virtual Assistants in 2023

Instructors **Erin Booth**

**Muhammad Bilal**

Date **April 29, 2023**  
Length **3.5 total hours**

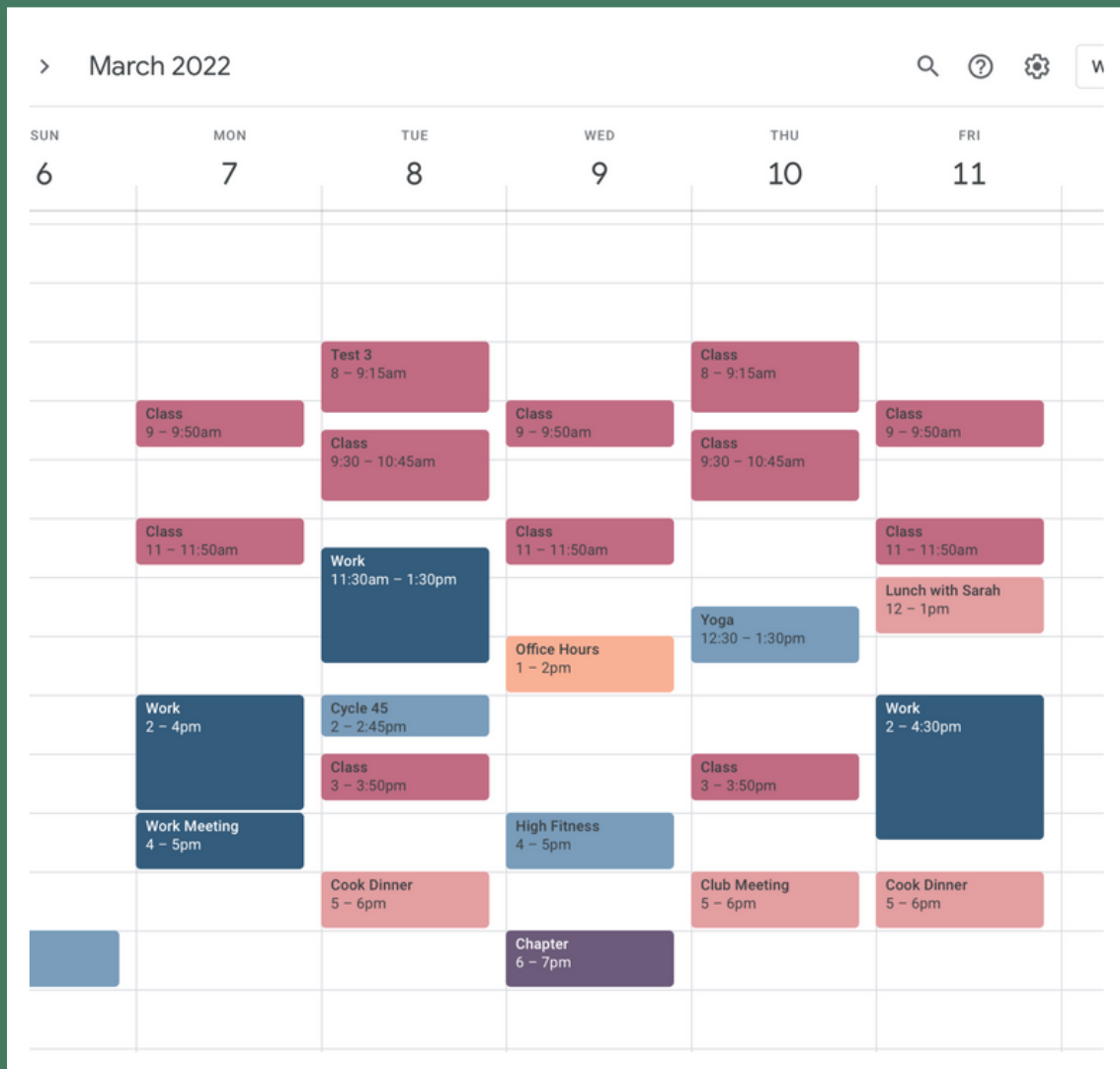


**RISING TALENT**



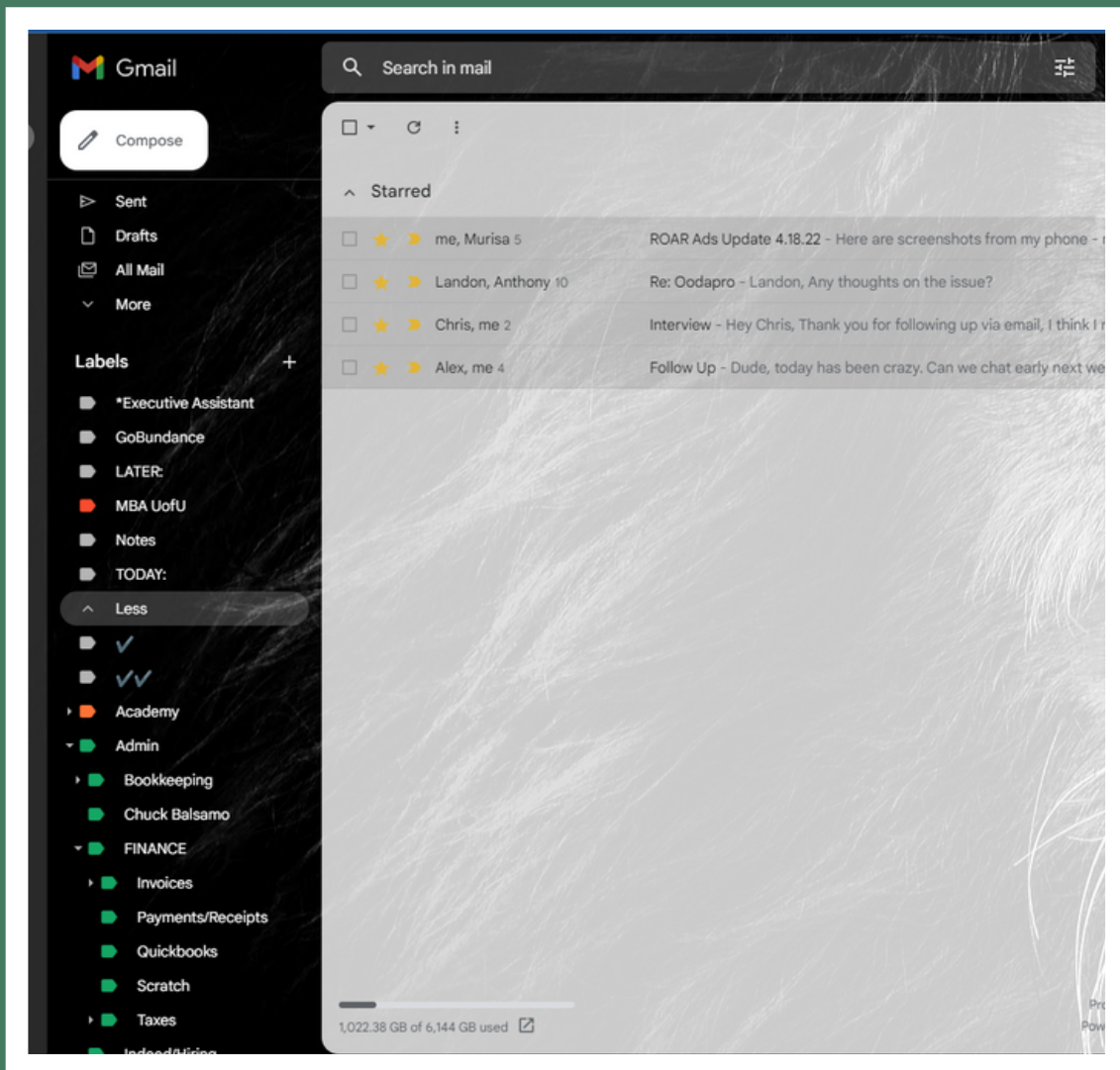


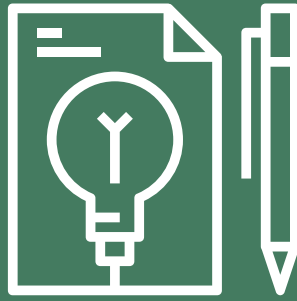
# MANAGEMENT





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# MANAGEMENT

The screenshot displays the Asana interface for a project named 'EA | Admin'. The left sidebar shows navigation options like Home, My Tasks, and Teams. The main area shows a list of tasks categorized into 'TASKS', 'Follow-Up', 'Recurring Tasks', 'Client Tasks', 'Email', 'Mailbox', and 'OODA PRO'. Each task includes a name, assignee, due date, and priority level.

Task name	Assignee	Due date	Priority
<strong>TASKS</strong>			
Update ROAR KPI scorecard			Threat Level M...
Complete the BELT Method Fast-Track Course	Muhammad...		
Support Question #000001			
Create A video on OODA Pro Support	Landon Layt...		
<strong>Follow-Up</strong>			
<strong>Recurring Tasks</strong>			
Daily Update for EA Project	Muhammad...	Today	Threat Level M...
Check Virtual Mailbox Daily (POST NET)	Muhammad...	Today	Medium
Chuck's Coaching Call Recording	Muhammad...	Wednesday	Low
<strong>Client Tasks</strong>			
<strong>Email</strong>			
Check/Organize Personal Email	Muhammad...	Today	Medium
Check/Organize ROAR Email	Muhammad...	Today	Medium
<strong>Mailbox</strong>			
<strong>OODA PRO</strong>			





# CREATION

1/7

**EMAIL IS THE  
MOST  
EFFECTIVE  
TYPE OF  
MARKETING...**



@andy.copywritng

Because...



*Canva*



# GENERATION

A	B	C	D	E
Niche		Name		Profile URL
Fitness		<a href="#">popeyessurrey</a>		<a href="https://www.instagram.com/popeyessurrey">https://www.instagram.com/popeyessurrey</a>
Fitness		<a href="#">one2onedietbyclarelouis</a>		<a href="https://www.instagram.com/one2onedietbyclarelouis">https://www.instagram.com/one2onedietbyclarelouis</a>
Fitness		<a href="#">outrunyourfork</a>		<a href="https://www.instagram.com/outrunyourfork">https://www.instagram.com/outrunyourfork</a>
Fitness		<a href="#">motiv8me.co.uk</a>		<a href="https://www.instagram.com/motiv8me.co.uk">https://www.instagram.com/motiv8me.co.uk</a>
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Buisness Coach		<a href="#">empoweredstarboss</a>		<a href="https://www.instagram.com/empoweredstarboss">https://www.instagram.com/empoweredstarboss</a>
Buisness Coach		<a href="#">laurieann.murabito</a>		<a href="https://www.instagram.com/laurieann.murabito">https://www.instagram.com/laurieann.murabito</a>
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Buisness Coach		<a href="#">runagoshofficial</a>		<a href="https://www.instagram.com/runagoshofficial">https://www.instagram.com/runagoshofficial</a>
Buisness Coach		<a href="#">itslovelyb</a>		<a href="https://www.instagram.com/itslovelyb/">https://www.instagram.com/itslovelyb/</a>



HUNTER.IO





# DATA ENTRY

	A	B	C	D	
1	Company Name	First	Last	Title	Cit
2	Television y Ventas S.A	Gonzalo	Aguilar	International Sales Manager	Qui
3	Omni Direct	Alex	Agurcia	President & CEO	Mia
4	Omni Direct	Daniela	Agurcia	Manager	Mia
5	Kount	Shane	Allor	Account Executive	Bol
6	CoreMedia Systems	Garrett	Alston	VP,Director	Fair
7	Generac Power Systems	Amie	Alvarado	VP,Marketing	Wa
8	Vistura Media	Ulysses	Alvarado	CEO/Founder	El S
9	PS Promotions	Mark	Amici	VP,Sales	Ne
10	Fulfillment Express Inc.	Dieter	Ammann	CEO	Mo
11	Fulfillment Express Inc.	Kathrryn	Ammann	CFO	Mo
12	Southern New Hampshire University	Mike	Anastasia	Dir of Mass Media Operations	Ma
13	Dial800	Megan	Andersen	Dir of Marketing	Mal
14	InfoCision Inc.	Yvonne	Anderson	Vice President	Akr
15	Media Culture	Nuno	Andrade	Vice President	Dal
16	Diray Media	Nancy	Arnold	CMO/Owner	Wil
17	ENERGYbits Inc.	Catherine	Arnston	CEO/Founder	Bos
18	CIL Marketing Directo S.L.	Alberto	Arzomen	CRO	Ma
19	OpenJar Concepts	Shaia	Ash	Partnership Relations	Ter
20	KPI Direct	Scott	Badger	Founder/President	Sca
21	Mojo	Niki	Bairos	President	Nor
22	Extreme Reach	Vito	Barbara	Sr Account Executive	Ne
23	Church & Dwight Co.Inc.	Lauren	Beaulieu	Group Brand Manager	Ewi
24	OpenJar Concepts	Matt	Becker	COO	Ter
25					
26					
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