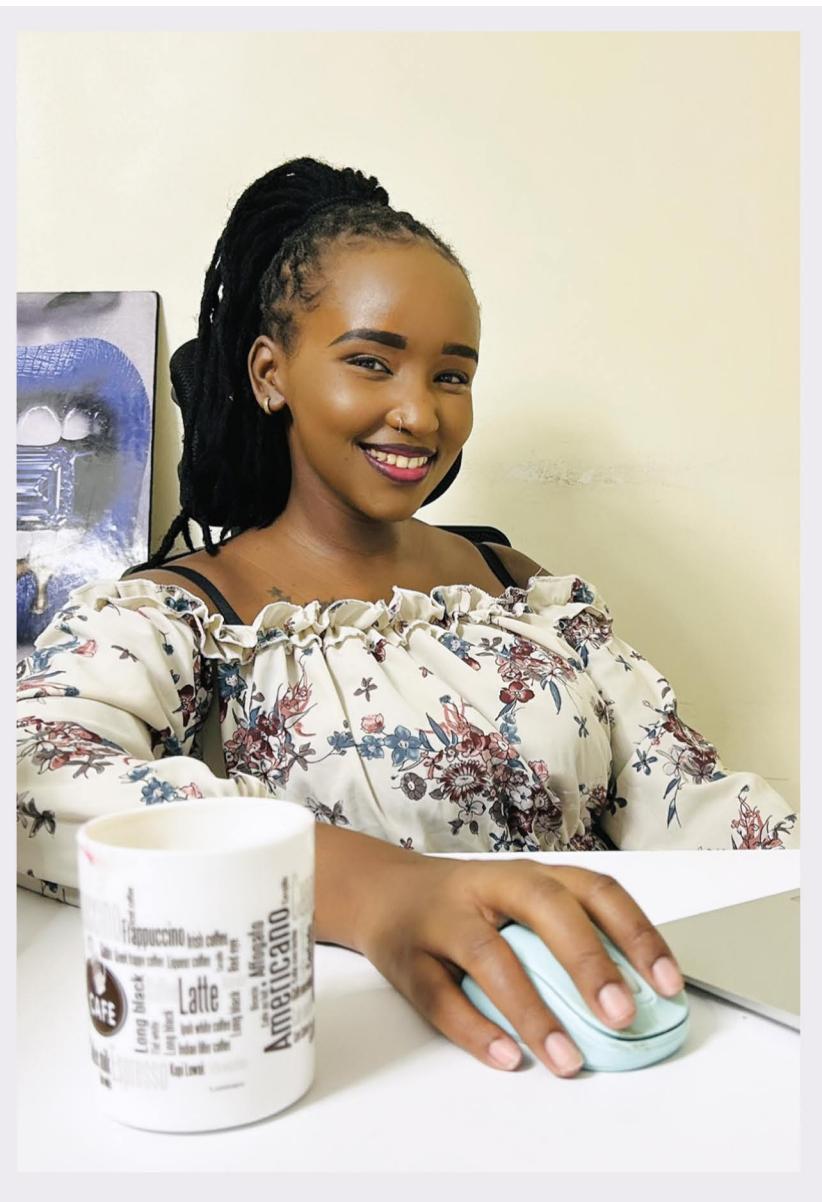


WORK WITH



CREATIVE PORTFOLIO

| 2023



Hi, I'm Leyla Hassan

GENERAL VIRTUAL ASSISTANT.

I am here to help you with any tasks or projects that you need assistance with. As a virtual assistant, I work remotely and equipped with the latest tools and technologies to help you stay organised and focused on your core business tasks.

My role is to provide administrative and operational support, as well as other tasks that you may need help with. I can assist you with everything from managing your emails and scheduling appointments, to graphic design and helping with social media management.

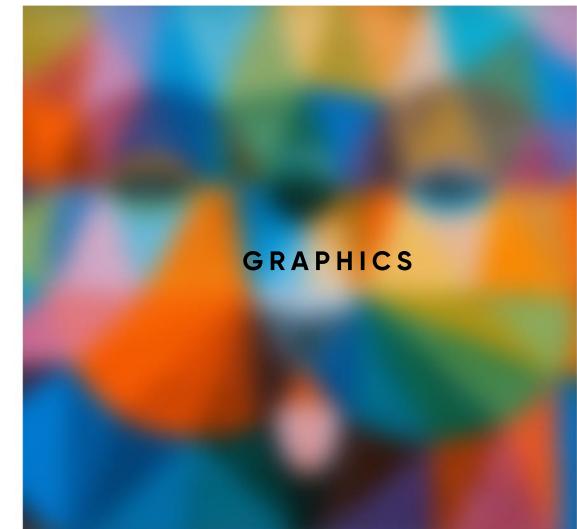
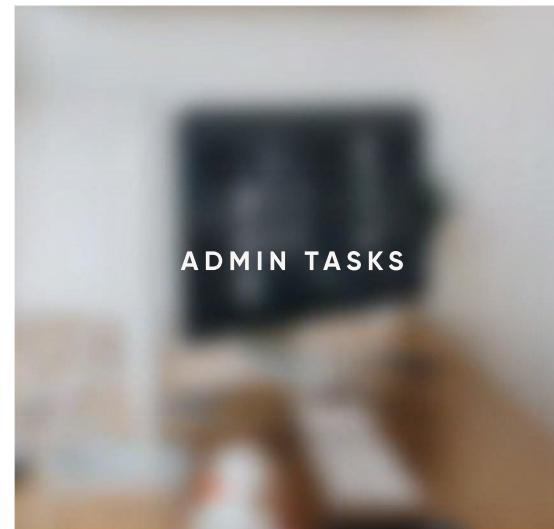
I have extensive experience in corporate businesses and individuals across various industries, and I am confident in my ability to help you achieve your goals. I am committed to delivering high-quality work, meeting deadlines, and ensuring that you are satisfied with the work that I provide.

If you have any questions or would like to discuss how I can assist you further, please feel free to contact me.

I am so excited to work with you and help you achieve your objectives.

Thank you.

SERVICES



OUR DESIGN PROCESS



Briefing and Research:

During our discovery call we'll work on Understanding your brand's needs, preferences, and gather information about the project, conduct research on the industry, target audience, and competition.



Ideation and Design Development:

Generate ideas and concepts for the design, then create the design.



Review and Revision:

Share the design with the client for feedback and revision, then make changes based on their feedback.



Finalization and Delivery:

Finalize the design, prepare the files for delivery, and deliver the final design files to the client.



Ideas to Visuals...

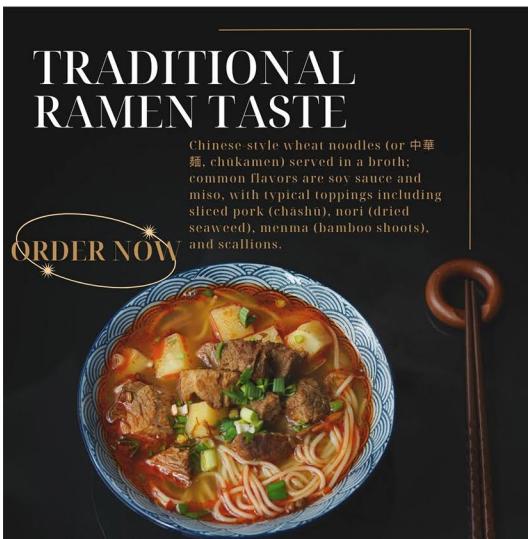
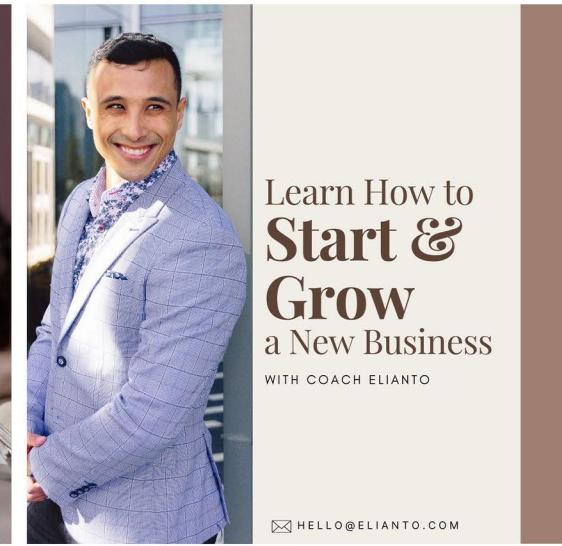
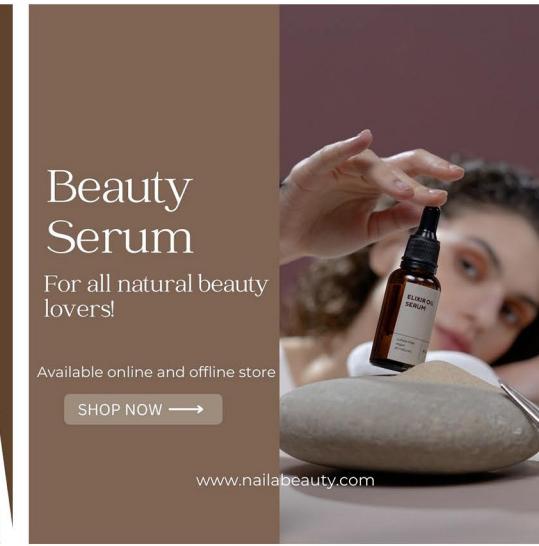
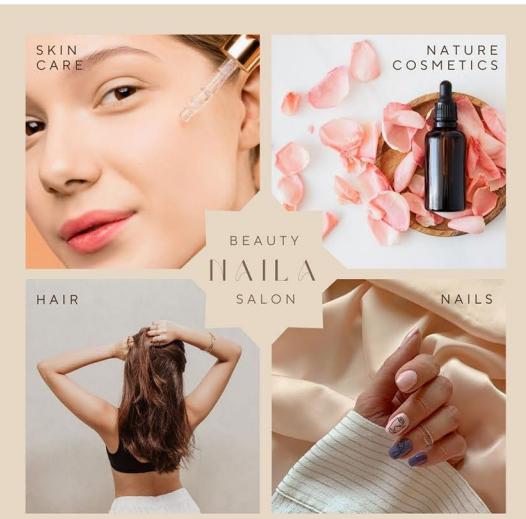
With a strong understanding of typography, layout design and branding
I'm confident in my ability to bring your design vision to life .

Hi , I'm Leyla I specialize in creating compelling visual designs that effectively
communicate my clients messages .



MY WORK PORTFOLIO

FLYERS



LOGOS



SOCIAL MEDIA

13:21

virtually_by_leyla 9+

59 Posts, 249 Followers, 15 Following

Leyla|| virtual assistant she/her Entrepreneur Admin|Social media management|Graphic Design| Helping multi functional entrepreneurs from being overwhelmed to thriving... [more](#)

[calendly.com/virtuallybyleyla](#)

Professional dashboard
1.9K accounts reached in the last 30 days.

[Edit Profile](#) [Share profile](#)

Welcome Admin tasks Graphic des... Client revie... Social media

[Home](#) [Search](#) [Create](#) [Video](#) [Profile](#)

13:20

Professional dashboard

Account insights [See all](#)

1,900 accounts reached in the last 30 days
1,862 are non-followers

Next steps

Reach customers with messaging ads
Create meaningful relationships that lead to sales.

Find new potential customers
Learn how to start conversations with people who are interested in your business.

Your tools [See all](#)

Ad tools

Branded content

Shops
Tag products and create a shop

[Home](#) [Search](#) [Create](#) [Video](#) [Profile](#)

11:50

viqgrafix 9+

99 Posts, 4,638 Followers, 152 Following

Viq Creations
Digital creator
Graphic design
Social media management
Motion design... [more](#)

[www.facebook.com/ViqCreations-10752745...](#)

Professional dashboard
176 accounts reached in the last 30 days.

[Edit Profile](#) [Share profile](#)

Mock-ups Food Events Animation Logos

[Home](#) [Search](#) [Create](#) [Video](#) [Profile](#)

13:22

Insights

Last 90 Days [Jan 12 - Apr 11](#)

Overview

You gained 4,530 more followers compared to Oct 14 - Jan 11.

Metric	Value	Change
Accounts reached	907	>
Accounts engaged	158	>
Total followers	4,637	+4,233% >

Content You Shared [See all](#)

Posts: 12 > Stories: 2 > Reels: 1 >

[Home](#) [Search](#) [Create](#) [Video](#) [Profile](#)

@VIRTUALLY_BYLEYLA

TOOLS USED

Canva



metricool

slack



clockify

grammarly



Google Meet

Thank you for taking the time to review my virtual assistant portfolio. I am confident in my ability to provide high-quality, efficient virtual assistant services that will help you meet your business needs. Whether you need help with administrative tasks, social media management, or graphic design. I am committed to providing excellent service and building a long-term, collaborative relationship with you. Please feel free to reach out to me with any questions or to discuss how we can work together. I look forward to hearing from you soon!

