

WORK WITH



VIRTUALLY BY LEYLA



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

A blue square with a blurred background showing social media icons for Facebook, Twitter, and LinkedIn.

SOCIAL MEDIA MANAGEMENT

A blurred image of a person's hands holding a smartphone, with a dark screen.

ADMIN TASKS

A colorful, abstract, and blurred image featuring various geometric shapes and colors like blue, orange, green, and pink.

GRAPHICS

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 .

@VIRTUALLY_BY_LEYLA



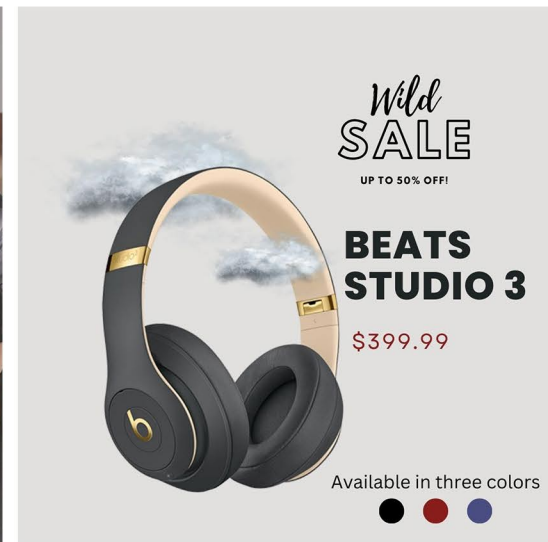
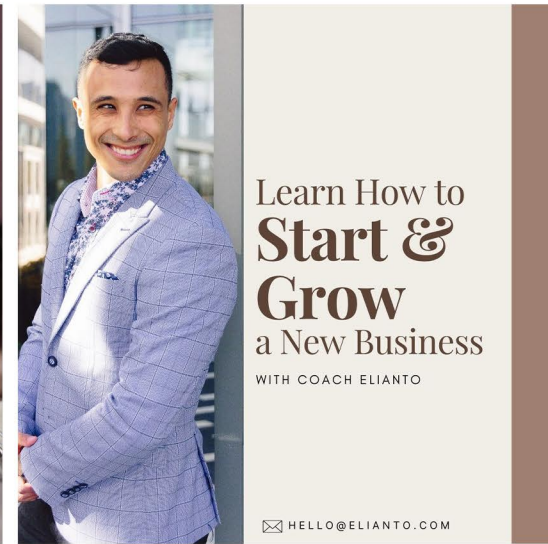
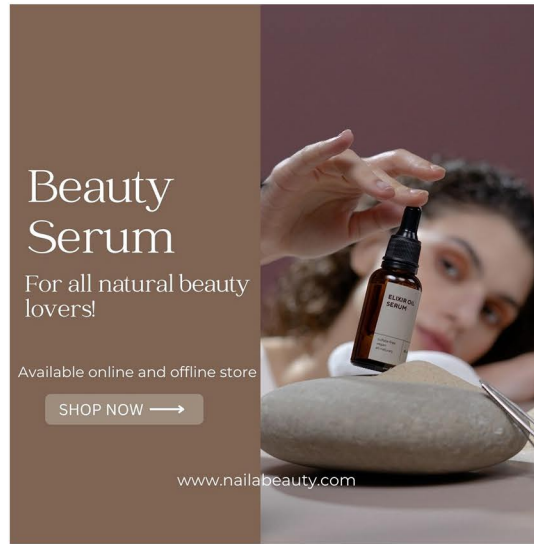
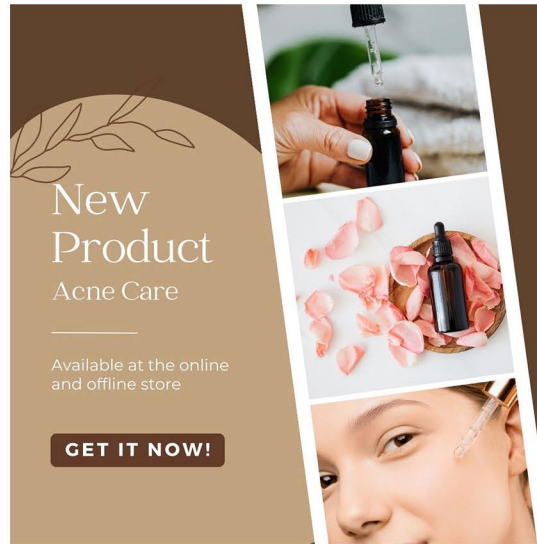
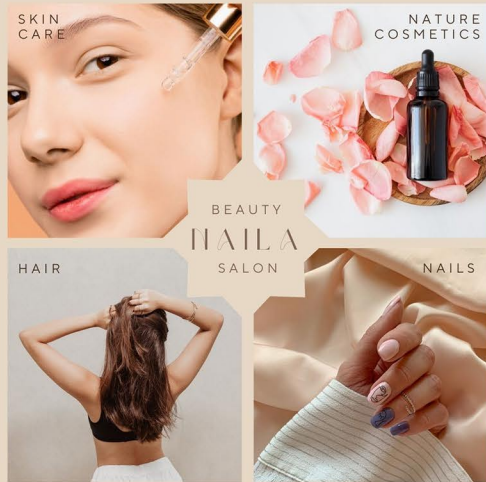
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MY WORK

PORTFOLIO

FLYERS




LOGOS



SOCIAL MEDIA

13:21

virtually_by_leyla 9+



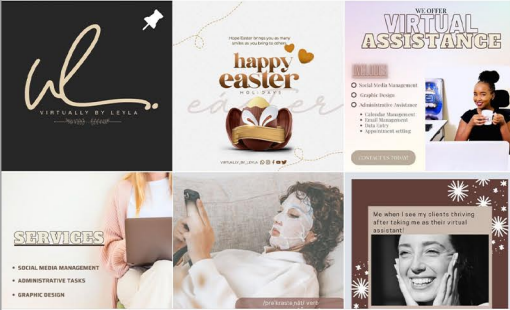
59 Posts249 Followers15 Following

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 ProfileShare profile

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

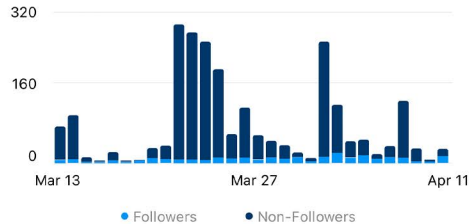


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Professional dashboard

Account insights [See all](#)

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



Date	Followers	Non-Followers
Mar 13	~10	~10
Mar 14	~20	~20
Mar 15	~30	~30
Mar 16	~40	~40
Mar 17	~50	~50
Mar 18	~60	~60
Mar 19	~70	~70
Mar 20	~80	~80
Mar 21	~90	~90
Mar 22	~100	~100
Mar 23	~110	~110
Mar 24	~120	~120
Mar 25	~130	~130
Mar 26	~140	~140
Mar 27	~150	~150
Mar 28	~160	~160
Mar 29	~170	~170
Mar 30	~180	~180
Mar 31	~190	~190
Apr 1	~200	~200
Apr 2	~210	~210
Apr 3	~220	~220
Apr 4	~230	~230
Apr 5	~240	~240
Apr 6	~250	~250
Apr 7	~260	~260
Apr 8	~270	~270
Apr 9	~280	~280
Apr 10	~290	~290
Apr 11	~300	~300

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

11:50

viqgrafix 9+




99 Posts4,638 Followers152 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 ProfileShare profile

Mock-upsFoodEventsAnimationLogos



13:22

Insights

Last 90 Days Jan 12 - Apr 11

Overview


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

Accounts reached907

Accounts engaged158

Total followers4,637
+4,233%

Content You Shared [See all](#)



Posts12

Stories2

Reels1

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TOOLS USED

Canva



metricool



clockify



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!

