



HAROON AHMAD

MULTI-SKILLED VIRTUAL ASSISTANT

YOUR ALL-IN-ONE BUSINESS PARTNER



[WATSAPP](#)



[EMAIL](#)



[LINKEDIN](#)

PROFESSIONAL PROFILE

A results-driven, multilingual Virtual Assistant with 9 years of freelancing experience, offering an all-in-one solution for businesses and entrepreneurs worldwide. I specialize in admin support, CRM management, data entry, social media, eCommerce, graphic design, and lead generation, serving clients in the USA, UK, Canada, and Europe. Known for reliability, fast delivery, and top-tier communication, I take the stress out of your business by going the extra mile—every time.

COMPETENCIES

- Virtual Assistance (All-in-One)
- Data Entry & Web Research
- CRM & E-commerce Management
- Admin Support & Email Management
- Lead Generation & Candidate Sourcing
- Bookkeeping & Documentation
- Social Media & Basic Design

EDUCATIONAL TRAINING

ENGINEER
GIKI UNIVERSITY 2019

FIVERR CERTIFIED VIRTUAL ASSISTANT
(TOP 10% RATED)

CRM BASICS WITH HUBSPOT ACADEMY

LANGUAGES

- ENGLISH – FLUENT
- SPANISH – CONVERSATIONAL
- GERMAN – BASIC PROFESSIONAL
- FRENCH – BASIC PROFESSIONAL

TOOLS & PLATFORMS

- CRM: HUBSPOT, ZOHO, SALESFORCE, FRESHSALES
- DESIGN: CANVA, PHOTOSHOP (BASIC)
- PROJECT MANAGEMENT: TRELLO, ASANA, CLICKUP
- PRODUCTIVITY: GOOGLE DOCS, EXCEL, NOTION, SLACK
- E-COMMERCE: AMAZON, SHOPIFY, WOOCOMMERCE
- COMMUNICATION: ZOOM, GOOGLE MEET, SKYPE

CLIENT TESTIMONIALS

- “HAROON ABSOLUTELY BLEW ME AWAY... HE DIDN'T JUST COMPLETE THE TASKS—HE CRUSHED THEM. HIRE-ON-REPEAT GOOD!” – USA CLIENT
- “WORKING WITH HAROON HAS BEEN A GAME-CHANGER. FAST, ACCURATE, AND INCREDIBLY RELIABLE.” – CANADA CLIENT
- “OUTSTANDING EXPERIENCE! HAROON'S COMMUNICATION AND PROFESSIONALISM ARE TOP-TIER.” – REPEAT US CLIENT
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WORK EXPERIENCE

Freelance Virtual Assistant & Business Support Specialist

Self-Employed | Remote | April 2015 – Present

- Delivered over 500 freelance projects globally, supporting clients in the USA, UK, Canada, Europe, and Australia.
- Provided full-spectrum VA services, including admin tasks, web research, lead generation, and CRM updates.
- Handled product listing, customer queries, and backend operations for Shopify, Amazon, and WooCommerce stores.
- Managed CRM platforms such as LeadFlow CRM, BizTrack Pro, and SalesSync for client pipelines.
- Designed branded social media content using Canva and scheduled posts across LinkedIn, Facebook, and Instagram.
- Maintained financial records and spreadsheets using Google Sheets and Excel, including basic bookkeeping.
- Known for quick response times, strong confidentiality, and a proactive approach to task completion.

CRM & Sales Support VA – LuxeEdge Jewelry

Remote | 2021 – 2023

- Maintained customer records and managed sales follow-ups through LeadFlow CRM.
- Created organized tracking sheets for bridal inquiries, appointment reminders, and seasonal campaigns.
- Assisted the sales team with email outreach and responding to inquiries from high-end customers.

Recruitment Assistant – NovaCare Staffing Solutions

Remote | 2020 – 2025

- Sourced potential healthcare candidates via LinkedIn and industry job boards.
- Populated and cleaned spreadsheets with applicant data for internal records and CRM updates.
- Scheduled interviews, maintained applicant follow-ups, and supported onboarding communication.

MARKETING & RESEARCH ASSISTANT – RISEHOPE FOUNDATION

REMOTE | 2022 – 2024

- CONDUCTED DONOR AND PARTNERSHIP RESEARCH FOR INTERNATIONAL OUTREACH CAMPAIGNS.
- SUPPORTED EMAIL MARKETING CAMPAIGNS USING MAILDASH AND HELPED DESIGN VISUAL ASSETS FOR SOCIAL MEDIA.
- MAINTAINED LISTS OF STAKEHOLDERS, PLANNED OUTREACH STRATEGIES, AND TRACKED ENGAGEMENT METRICS.

DATA ENTRY SPECIALIST – AUTOLIST TRADERS

REMOTE | 2021 – 2024

- MAINTAINED DIGITAL INVENTORY OF USED AND LUXURY VEHICLES, UPDATING DETAILS ACROSS PLATFORMS AND SPREADSHEETS.
- HANDLED KEYWORD OPTIMIZATION FOR LISTINGS TO BOOST ONLINE VISIBILITY.
- MANAGED EXCEL FILES FOR MILEAGE, PRICING, AND FEATURE-BASED SORTING.