ADMINISTRATIVE VIRTUAL ASSISTANT



John Paulo Amaro

Reclaim your time. I'll handle the admin.

Inbox management, document control & SOPs, meeting and task systems, spreadsheets, and automation — delivered with 8+ years of documentation discipline from the pharmaceutical industry.

8+ years of experience · 6 live automations · 8 SOP documents · 24/7 monitored systems

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Portfolio website: http://84.13.152.19:8080

LinkedIn: www.linkedin.com/in/john-paulo-amaro-98170a3b6

Canva portfolio: canva.link/john-paulo-amaro-portfolio

Location: Saudi Arabia (Al Qassim) — working remotely, worldwide

About me



I'm John Paulo Amaro, an Administrative Virtual Assistant based in Saudi Arabia. For more than eight years I worked as a QA Documentation Specialist at SPIMACO, one of Saudi Arabia's leading pharmaceutical manufacturers — managing controlled documents, SOP revisions, audit support, and coordination across QA, QC, Warehouse, Procurement, Security, EHS, and senior management.

That experience is the foundation of my VA practice: document-control discipline, careful tracking, and calm, clear communication — applied to inboxes, calendars, projects, and day-to-day admin for remote clients.

How I work

- **Systems first.** Trackers, registers, and SOPs so nothing depends on memory.
- **Automation where it pays.** Repetitive work gets a workflow — I run my own automation server.
- **Clear and kind communication.** Short, respectful, human messages — and honest updates when something needs your decision.
- **Confidential by habit.** Years of handling controlled, audit-ready documents.

Background

- **2017 – December 2026:** QA Documentation Specialist, SPIMACO — document control, SOP and controlled-document requests, validation documentation, audit support, shipment communications, Power Automate workflows, Excel tracking systems.
- **Certification:** General Virtual Assistant Training Course, VA Academy Pro (October 2026).
- **Languages:** English (fluent), Arabic (conversational).

Services

Executive & Administrative Support

Calendar and meeting management, appointment coordination, email drafting in a professional tone, and day-to-day admin that keeps your schedule — and your head — clear.

Inbox Management & Zero-Inbox Systems

Structured triage (action needed / inquiry / finance / FYI), filing rules, and AI-assisted sorting automations like the ones running on my own mailboxes.

Document Control & SOP Writing

Controlled document registers, version control, filing systems, and clear step-by-step SOPs with proper document headers (ID, version, owner, review date).

Data Entry, Trackers & Spreadsheets

Excel and Google Sheets trackers with dashboards and live formulas: meeting and action trackers, task and project trackers, document registers, and client contact databases.

Automation Setup (n8n · Zapier · Power Automate)

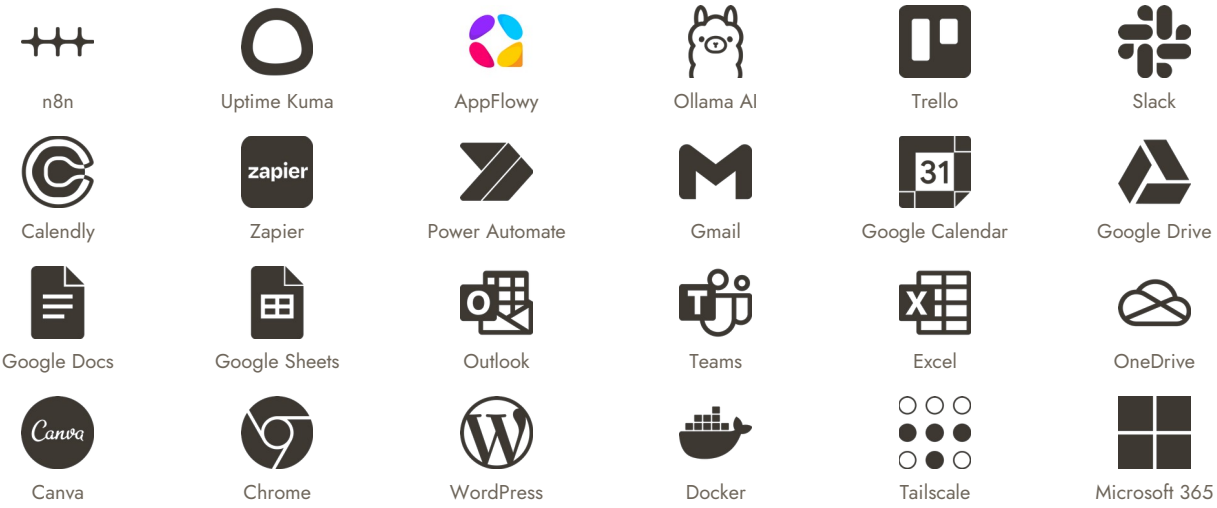
Small, dependable automations that remove repetitive work: inquiry-to-task pipelines, attachment filing, invoice logging, daily briefings, and uptime alerts.

Research & Back-Office Support

Web research, data gathering, CRM updates, and report preparation — accurate, sourced, and presented ready to use.

My Toolkit

Most virtual assistants rent their tools. I also run my own: a private cloud server (Oracle Cloud, secured with Tailscale) hosting my automation, documentation, and monitoring systems — alongside the Google, Microsoft, and collaboration tools clients already use.



Automation lab — self-hosted

- **n8n:** six live workflows — morning briefing, inquiry capture, AI email triage, attachment filing, invoice tracking, uptime alerts.
- **Uptime Kuma:** watches five services every minute; outages reach Slack within a minute.
- **AppFlowy:** my SOP library (8 documents) in a Client Operations Hub workspace.
- **Open WebUI & Ollama:** a private AI assistant on my own server, plus Groq cloud AI for heavier work.

Client collaboration

- **Trello:** boards, lists, cards, checklists, due dates. My Leads list receives a card automatically for every inquiry email — no lead lost in an inbox.
- **Slack:** channels, threads, and bots. My #assistant-inbox channel collects every automation alert that needs my attention.
- **Calendly:** booking pages with event types, availability windows, buffers, and reminders, synced to Google Calendar — no double-bookings, no back-and-forth.

Google Workspace & Microsoft 365

Gmail (labels, filters, zero-inbox systems), Google Calendar & Tasks, Drive, Docs, and Sheets — and on the Microsoft side, Outlook (my daily driver for years, with structured folders and rules), Teams, Excel (my deepest tool), OneDrive, and Power Automate, which I used at SPIMACO for email categorisation, task tracking, and daily summaries. Zapier covers the same automation ground when a client already uses it.

Workflows — live on my server

These are not mock-ups. Each workflow below runs today on my own cloud server, connected to real Gmail, Google Calendar, Drive, Sheets, Trello, and Slack accounts.

1. Daily Morning Briefing

Every weekday at 7:00 AM (Asia/Riyadh) it gathers today's calendar events, my task list, and the Riyadh weather, and emails me one clean briefing. Start the day with one summary instead of five apps.

2. Client Inquiry ›› Trello Card & Slack Alert

An inquiry email automatically becomes a Trello card in my Leads list (due in two days) plus a Slack alert with the card link. No lead sits unread in an inbox.

3. Zero Inbox — AI Email Triage

AI classifies every new email — Action Needed, Inquiry, Finance & Bills, or FYI — labels it, archives everything except Action Needed, and Slack-alerts me about action items. Nothing is ever deleted.

4. Document Filer — Attachments to Drive

Emails with attachments are filed automatically into a 'Client Documents' folder in Google Drive, with a Slack confirmation. Documents stop getting lost inside email threads.

5. Invoice & Receipt Tracker

AI extracts vendor, date, invoice number, amount, and currency from invoice emails and appends a row to a Google Sheets tracker. Bookkeeping data entry that does itself.

6. Uptime Kuma Alert ›› Slack

My monitoring watchdog posts any service outage (and recovery) to Slack in under a minute — problems are announced, not discovered by an unhappy customer.

The same automations can be delivered in Zapier or Power Automate if your business already uses them.

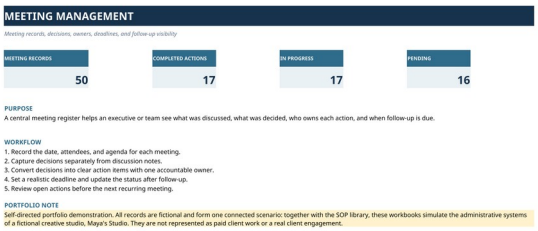
Sample Works

Full files are free to view and download from my portfolio website and Google Drive (links on the last page). Samples use one consistent fictional client — "Maya's Studio" — so you can see how meetings, tasks, documents, and contacts connect across a whole admin system.

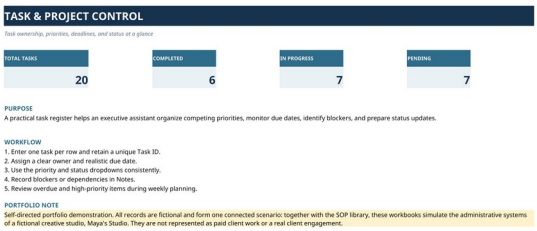
SOP Pack — 8 documents, 15 pages

SOP-VA-000 Master Template · 001 Inbox Triage · 002 Meeting Scheduling · 003 Support Ticket Routing · 004 CRM Data Entry · 005 Content Publishing · 006 Document Control & Filing — every document with an SOP ID, version, owner, and review date.

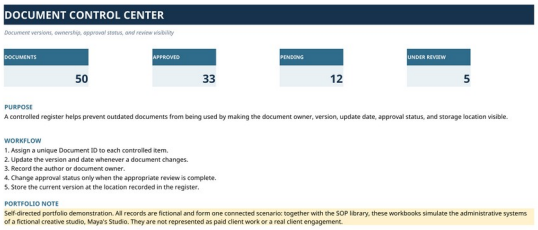
Excel Tracker Suite — dashboards



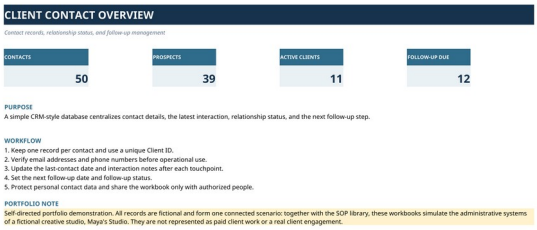
Meeting Management Tracker



Task & Project Tracker



Document Control Register



Client Contact Database

See it live

Everything in this pack is real and running. The best way to judge it is to open it:

- **Portfolio website (WordPress, self-hosted):** http://84.13.152.19:8080 — read the SOP pack online, view the trackers in Google Drive, or download everything.
- **Sample works folder (Google Drive):** drive.google.com/drive/folders/147wfEJ2IGRRC49Qy_HO0w4iSti5yfFzb — the SOP pack, all four Excel trackers, and my CV, viewable in your browser.
- **Canva portfolio:** canva.link/john-paulo-amaro-portfolio
- **LinkedIn:** www.linkedin.com/in/john-paulo-amaro-98170a3b6

My AppFlowy workspace, n8n workflows, and monitoring dashboard are my private working systems, so they aren't public — but I'm glad to give you a live tour on a short call and show you exactly how each one works.

Let's make your business run smoother.

Tell me what's eating your time — inbox, documents, scheduling, or data — and I'll show you how I'd take it off your plate.

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