Hassan Naveed, CRM's & GHL Expert

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Summary

Tech-savvy and results-oriented Virtual Administrator & CRM Automation Expert with proven expertise in GHL, AI integrations, and marketing automation. Skilled at designing powerful systems for lead generation, client onboarding, and business growth using advanced tools like Vapi, Zapier, webhooks, and AI-powered funnel solutions. A strategic problem-solver with a strong focus on optimizing customer journeys, streamlining workflows, and delivering scalable, high-impact marketing solutions.

Work Experience

Funnel Builder and Automation Expert | BWR   **June 2025 – Present | Remote**

- Designed and optimized high-converting multi-step sales funnels and automated lead nurturing workflows in GoHighLevel.
- Integrated AI calling agents (Vapi) for outbound reactivation and lead qualification, boosting client campaign performance.
- Built seamless automations with Zapier and custom webhooks, connecting platforms like Calendly, Google Sheets, Stripe, and Mailgun.
- Customized dashboards with HTML/CSS for advanced reporting and analytics.

VIRTUAL ADMINISTRATOR | FlowSper   **Jan 2024 – Jan 2025 | Remote**

- Successfully managed onboarding for 100+ clients, ensuring seamless CRM migrations and smooth
- Designed custom-branded client portals, AI chatbots, and automated SMS/email follow-up systems to enhance engagement
- Oversaw daily operations including calendar syncing, form submissions, pipeline management, tagging, and manual actions.

AGENCY SUPPORT SPECIALIST | TWS   **Jan 2022 – Jan 2024 | Multan**
- Providing end-to-end support for agencies with GoHighLevel — from client onboarding to funnel building and automation.
- Skilled in streamlining operations, optimizing CRM workflows, and delivering scalable solutions that drive growth.

CORE COMPETENCIES

- GoHighLevel CRM Expert
- Funnel Building & Optimization
- Complex Workflow & Automation Creation
- Zapier Integration & Custom Webhooks
- Custom Sub-Account Setups
- HTML, CSS, Java for UI Customization
- Custom Dashboards & Reports
- Calendar & Appointment Sync
- Form & Survey Automation
- Domain & Email Setup (Cloudflare, Wix, etc.)
- Troubleshooting & System Optimization.

Education

Bachelor's Degree in Computer Science   **Oct 2018 – Nov 2022**
- NFC IET Multan

Certifications

Web & Graphics Designing Certified - NAVTAC   **May 25, 2017 – Aug 24, 2017**
- Knowledgeable in building visually engaging digital designs, focusing on user experience, responsive design, and brand consistency to improve engagementand deliver-ability.

TOOLS AND PLATFORM: GoHighLevel | Vapi | Zapier | Stripe | Calendly | Wix | Trello | Notion ChatGPT | Make.com | Google Workspace | n8n

LANGUAGES: English – Fluent

REFERENCES: Available upon request