Rishikesh Bari

Sr. Virtual Assistant

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ABOUT ME

I am a results-driven sr. virtual assistant offering Lead Generation & Market Research with hands-on experience supporting businesses across commercial real estate, private lending, B2B partnerships, digital marketing, and outreach campaigns. Skilled in building highly targeted prospect databases, researching decision-makers, managing outreach processes, and delivering accurate business intelligence that helps companies scale faster.

I am experienced in working with U.S. and UK-based clients on projects involving non-bank lenders, mortgage brokers, business brokers, commercial real estate firms, and private equity-related research. Strong background in account management support, inbox handling, CRM updates, executive contact research, and high-intent lead generation.

WORK EXPERIENCE

- **Opasite | 2025- Apr 2026**

Operation Lead and SDR

Worked closely with leadership to streamline sales operations, improve CRM workflows, and support business development initiatives for high-ticket service businesses. Managed outreach campaigns, organized operational systems, and helped improve lead tracking, sales processes, and internal task management.

Key Responsibilities:

- Managed sales operations, lead tracking, and CRM workflows for high-ticket service businesses
- Organized tasks and project workflows using Asana
- Set up and maintained HubSpot CRM pipelines, dashboards, and lead records
- Conducted SDR outreach through Alignable and qualified potential leads
- Coordinated follow-ups, outreach tracking, and sales pipeline updates
- Assisted in creating SOPs, sales workflows, and operational documentation
- Supported website audit outreach and conversion-focused client discussions

🔹 **Deluxres | 2025- Oct 2025**

Shopify Store Manager

Independently managed a Shopify store from A to Z, handling all aspects of operations without the need for step-by-step guidance. Delivered consistent results through product research, supplier coordination, and store optimization to drive efficiency and prepare the store for real sales.

Key Responsibilities:

- Conducted full product research to identify high-profit items
- Contacted and managed suppliers independently
- Uploaded products with SEO-optimized titles and descriptions
- Handled daily store operations and ensured smooth workflow
- Improved automation and overall store efficiency
- Delivered weekly performance updates and reports to the client

🔹 **BizProspex | 2021-2025**

Sr. Inside Sales Executive and web reseacher

Independently managed B2B lead generation and inside sales operations, leveraging data intelligence to connect businesses with high-quality prospects. Ensured compliance, minimized reputational risks, and delivered consistent sales support across global markets.

- Conducted AML & PEP screening to ensure regulatory compliance for clients
- Performed sanctions database lookups to vet and minimize reputational risks
- Acquired event and expo data to target industry-relevant attendees for business outreach
- Managed business analytics, reporting metrics, and dashboard creation for performance tracking
- Collaborated cross-functionally to improve business processes and drive sales efficiency

Senior Data Researcher – BizProspex (Feb 2021 – Jul 2023)

Led end-to-end data research operations, handling multiple projects simultaneously while maintaining high standards of accuracy, compliance, and data quality across B2B datasets.

- Conducted in-depth secondary research and data mining to gather quantitative business data
- Ensured data compliance and quality through gap analysis and SLA adherence
- Maintained strict confidentiality standards across all research and data handling tasks

EDUCATION

Bachelor of Commerce (B.Com)

- Completed core studies in accounting, business economics, and financial management
- Gained foundational knowledge in commerce, taxation, and business law
- Developed strong analytical and problem-solving skills through case-based learning
- Achieved a GPA of 7.5/10 with consistent academic performance

Master of Business Administration (Digital Marketing)

- Pursued advanced studies in digital marketing strategy, SEO, and content marketing
- Gained hands-on knowledge of social media marketing, paid advertising, and analytics tools
- Studied consumer behavior, brand management, and e-commerce business models
- Developed expertise in data-driven marketing and campaign performance optimization

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SKILLS

- CRM & Database Management
- High-Intent Prospect List Building
- Outreach & Account Management Support
- Googling, Boolean Search
- SEO, AIO, GEO.
- AI (GPT, Claude, Grok)
- Virtual Assistant
- Lead generation
- Call Setter
- Task Manager
- Excel, Google Sheet, Docker.
- Communication (British English)

TOP B2B TOOLS EXPERTISE

- Clay
- HubSpot
- Zoho
- N8N
- Zapier
- GHL
- Similarweb
- Semrush
- Vibe Code
- Shopify
