



Zaki

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Chief of Staff

By invitation

Your executive right hand — briefings, strategy research, and documents for founders and executives.

In plain terms: Zaki is the senior assistant a CEO wishes they had: he reads everything, thinks ahead, prepares your meetings, and writes the documents — so you walk in ready.

WHAT ZAKI DOES

- Delivers a sharp daily executive briefing.
- Runs strategic and competitor research.
- Creates documents, decks, and one-pagers.
- Triage your inbox and calendar.
- Preps meetings and takes the notes.
- Drafts decision memos and tracks stakeholders.

SEE ZAKI IN ACTION

YOU
Brief me before the investor call.

ZAKI

Handled. Three points: runway ~14 months, MRR up 18% month-over-month, top risk is SMB churn. The board deck is ready, and I flagged two questions they'll likely ask.

YOU
Draft a one-pager on the churn plan.

ZAKI

On it — outline ready: problem, root cause, 3 fixes, and the 30-day target. Want me to add a chart?

MEMORY & LEARNING — THE BIG DIFFERENCE

- **Long-term memory** — remembers your customers, past chats, and preferences, so it never asks the same thing twice.
- **Gets smarter over time** — built on machine learning and trained on your data; it spots patterns and improves with every correction.

THE HARD STUFF, MADE SIMPLE

SKILLS & EXPERTISE

Executive briefings	●●●●●	Expert
Strategic research	●●●●●	Expert
Documents & decks	●●●●●	Advanced
Inbox & calendar triage	●●●●●	Advanced
KPI tracking	●●●●●	Proficient

CONNECTS WITH YOUR TOOLS

- 🔗 **Gmail** — triages and drafts your email
- 🔗 **Google Calendar** — manages and protects your time
- 🔗 **Google Drive / Docs** — creates and stores documents
- 🔗 **Slack** — keeps the team in the loop
- 🔗 **Web research** — gathers market and competitor data

PRICING

10,000 EGP / month

One-time hiring & setup fee: 3,000 EGP

Pay the first month — we build, onboard, and deploy on Telegram.

✗ Building the board deck at 2am the night before.

✓ Zaki drafts it from your numbers in Google Drive — you just review and tweak.

✗ Coming back from a trip to 300 unread emails.

✓ Zaki triages Gmail, drafts the replies that need you, and archives the noise.

✗ Reading 20 documents to prep for one call.

✓ “Brief me for the 3pm with Acme” → history, open items, and 2 risks in five lines.

✗ Turning a messy idea into a clean one-pager.

✓ Send a voice note — Zaki returns a structured, ready-to-share document.

[Hire Zaki →](#)

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