

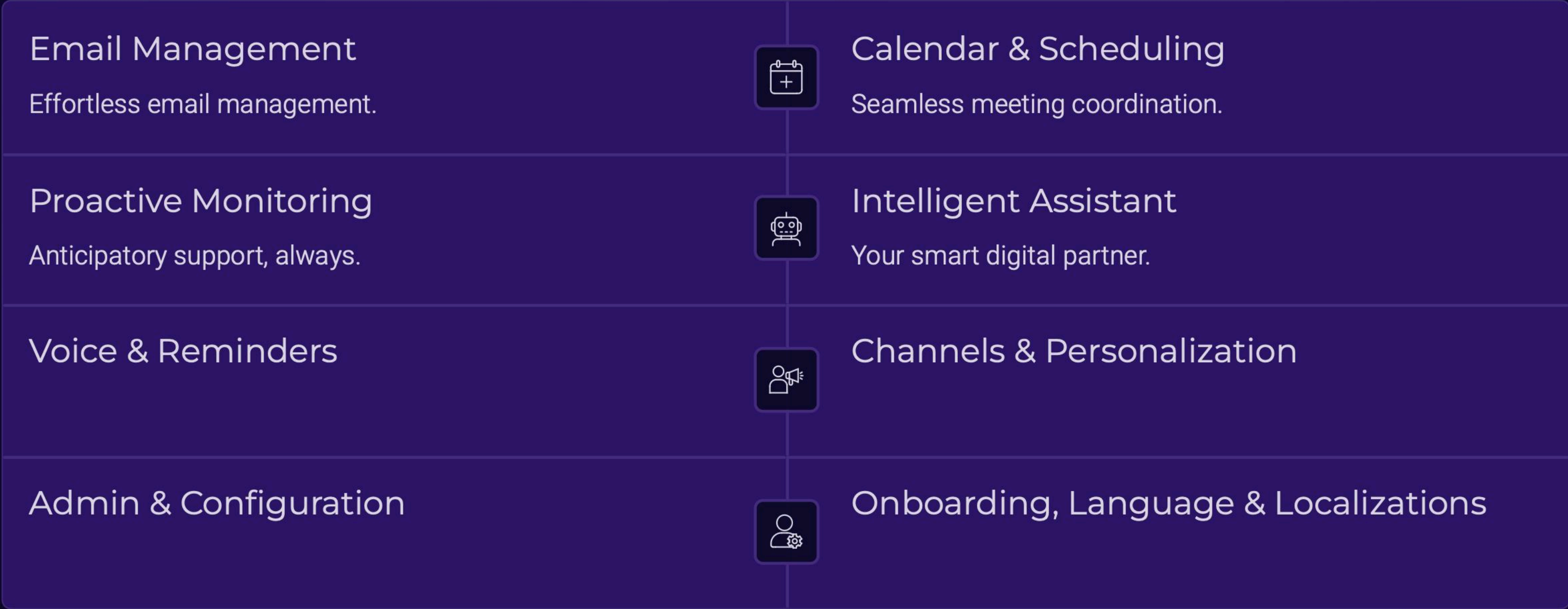
# SHIZA Agentic Workforce: AI Executive Assistant v1



INTRODUCTION

# Streamline Your Workflow

In today's fast-paced professional world, managing your inbox and calendar can feel like a full-time job. Our AI-powered assistant is designed to free up your valuable time, handling the minutiae so you can focus on what truly matters. Discover how intelligent automation can transform your productivity.





A hand is shown interacting with a glowing purple digital interface. The interface features a stylized envelope icon and a list of three horizontal lines. The background is a blurred office environment with desks and chairs.

# Email Management

Reclaim your inbox with intuitive AI capabilities. From smart summaries to AI-drafted replies, manage your communications with unprecedented ease and efficiency.

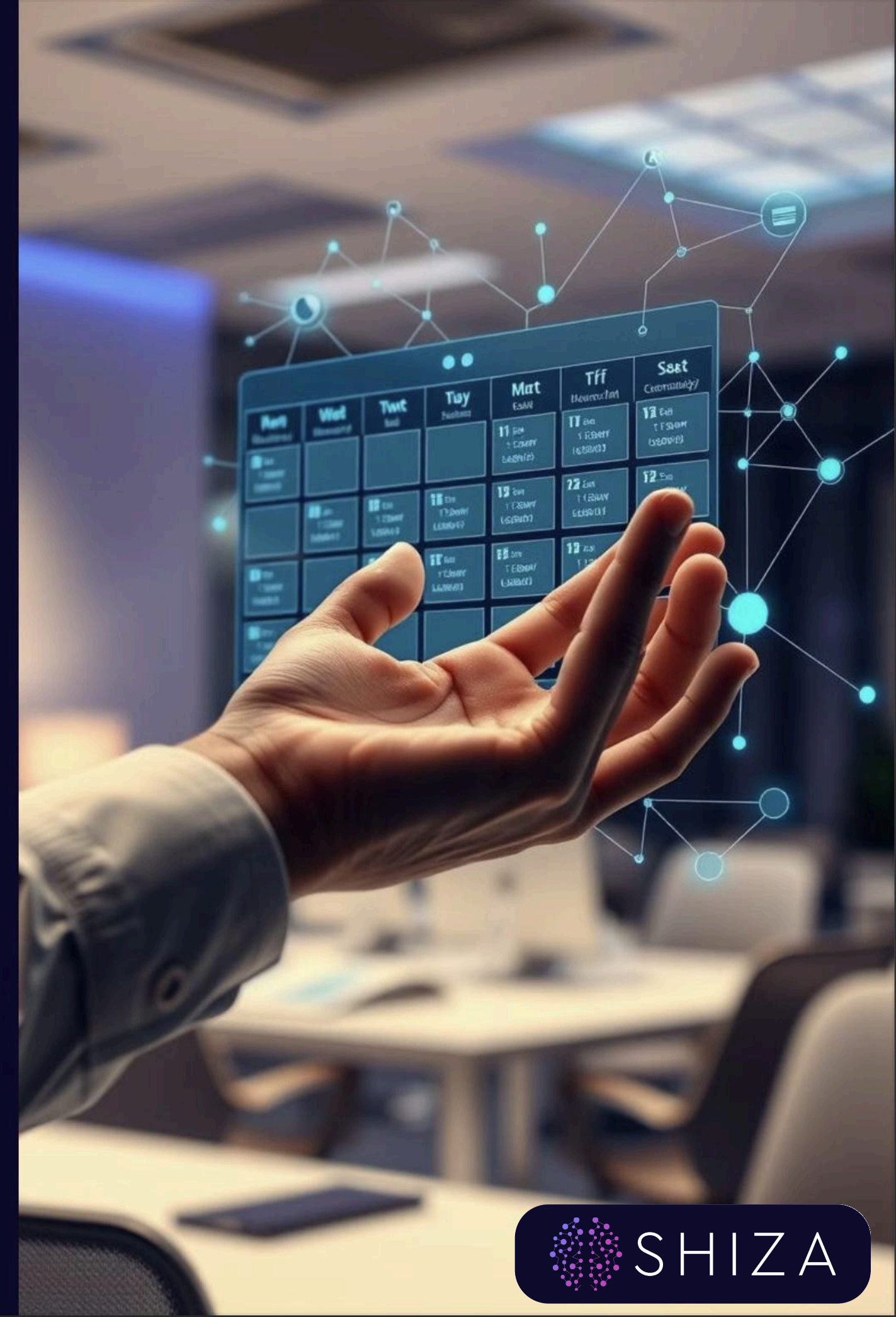
- **Read & Ask:** Instantly fetch content and ask questions about your emails.
- **Search & Summarise:** Find specific emails and get concise summaries with key action items.
- **Draft & Send Replies:** Compose AI-powered replies, ready for your approval and dispatch.
- **VIP Triage:** Prioritise important senders with smart reply suggestions.
- **Organise & Archive:** Efficiently manage and move emails to keep your inbox clutter-free.



# Calendar & Scheduling

Effortlessly manage your schedule with our Agent . From proposing optimal meeting times to resolving conflicts, our assistant ensures your day runs smoothly, reducing scheduling headaches and maximising your productivity.

- **Availability & Proposals:** Check schedules and suggest ideal meeting slots with ease.
- **Schedule & Reschedule:** Create and move meetings, notifying all attendees seamlessly.
- **Conflict Resolution:** Automatically detect and resolve double-bookings.
- **Conferencing & Timezones:** Auto-insert meeting links and ensure time zone compatibility for global teams.
- **Meeting Briefs:** Prepare for meetings with pre-populated bios, past communications, and relevant files.





ALWAYS A STEP AHEAD

# Proactive Monitoring

Our AI assistant doesn't just react; it anticipates. With proactive monitoring, you'll receive timely alerts and briefings, ensuring you're always informed and prepared for what's next.



## VIP Alert + Draft

Instant notification and reply drafts for important emails.



## Double-Booking Detection

Warnings for overlapping events, preventing scheduling conflicts.



## Daily Morning Briefing

Email summarising your daily plan, key tasks, and meetings.



## Quiet Hours Batching

Delay low-priority notifications during your specified off-hours.

INTELLIGENT INTEGRATION

# Knowledge & Files

Leverage the power of integrated knowledge. Shiza's AI assistant can access and synthesise information from your emails, calendar, and file drives, providing instant answers and effortless file sharing, all with your explicit approval.



- **Cross-Source Q&A:** Get answers from your entire digital ecosystem.
- **Quick File Find:** Instantly locate and access needed files.
- **Source Citations:** Reference original emails, events, or files effortlessly.
- **Share File (with Approval):** Attach and share files securely, only upon your command.



## SECURITY & CONTROL

# Approvals & Safety

Your data security and privacy are paramount. Our assistant incorporates robust approval mechanisms and multi-tiered risk management to ensure all actions are authorised and auditable.

### Natural-Language Approvals

Approve actions simply by saying so, making interaction seamless yet secure.

### Explicit Command = Approval

Direct commands are recognised as explicit approval for critical actions, giving you full control.

### Risk Tiers

Tailored rules based on the action's risk level, providing granular control over assistant behaviour.

### Audit Log & Security

Maintain a comprehensive record of all actions, with blocks on external sharing without permission.

CUSTOMISED EXPERIENCE

# Channels & Personalisation

Tailor your AI assistant to fit your unique preferences and workflow. From communication channels to tone of voice, enjoy a truly personalised experience.



## Channel Flexibility

Communicate via Slack , SMS, or two-way WhatsApp integration.



## Working Hours / DND

Adhere to your preferred notification hours and quiet periods.



## Tone Presets

Set your preferred communication style: casual, formal, or anything in between.



## VIP List

Mark important contacts or domains for priority handling.



## Multilingual Support

Execute and respond in any language, with locale formatting.



NEXT STEPS

# Transform Your Productivity

Ready to revolutionise your daily workflow? Our AI assistant is here to empower you, offering intelligent automation, seamless integration, and unparalleled control.

## Seamless Onboarding

Guided setup for quick integration with your preferred suites and channels.



## Continuous Optimisation

The AI learns and adapts, continually enhancing its support.

## Dedicated Support

Our team is on hand to ensure a smooth and effective experience.

Contact us today to schedule a personalised demonstration and discover how our AI assistant can become your indispensable digital partner.