

ZAIN FIAZ

PROFILE

- ▶ Seeking a position in sales, social media or customer service. Always having a keen interest in being an entrepreneur I have hence founded a clothing line and run my own online brand.
- ▶ Continuing to spread out my presence on social media I started a Youtube channel called Kaito Vibes and am currently running a successful Instagram photography account with over 1K followers which has lead me to forming brand deals with several companies.

EXPERIENCE

2016 - Present

Assistant to Professor - Langara

 Vancouver, Canada

- ▶ Organize student records on Microsoft Excel
- ▶ Data entry of student grades and information
- ▶ Calculate class percentages and averages
- ▶ Mark exam papers for several courses and classes

2014 - 2015

Intern - Eastern Cranes

 Dubai, U.A.E

- ▶ Generated company quotations and invoices
- ▶ Attended calls at the front desk
- ▶ Handled high volume of clientele (Up to 30 clients on a daily basis)
- ▶ Processed orders with suppliers
- ▶ Resolved customer grievances in coordination with the technical department

EDUCATION

2016 - Present

Business Management Diploma (Co-op)

The Canadian College

2012 - 2013

IGCSE Edecxel General Certificate of Secondary Education - UK

Emirates International School

CONTACT/SOCIAL MEDIA

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 behance.net/zainf  instagram.com/zain.f

 kaitovibes.wixsite.com/kaitovibes

 zainjustdoit.wix.com/zainportfolio

SKILLS

Graphic Design	◆◆◆◆◆◆◆◆
Data Analysis	◆◆◆◆◆◆◆◇
Marketing	◆◆◆◆◆◆◆◇
Social Media	◆◆◆◆◆◆◆◆
Conflict Resolution	◆◆◆◆◆◆◆◆

PROFICIENCY

Microsoft Office	◆◆◆◆◆◆◆◆
Adobe Lightroom	◆◆◆◆◆◆◆◇
Adobe Photoshop	◆◆◆◆◆◆◆◆
Computer Skills	◆◆◆◆◆◆◆◆

LANGUAGES

English	First Language
Urdu	Fluent
Hindi	Fluent
Tamil	Fluent