

Zabeen Pirani

zabeen.pirani@gmail.com
(780) 991-2118
Edmonton, Alberta

Summary

Analytical and experienced business development professional with a background in software engineering. Over ten years of hands-on experience as a Business Development Manager or Coordinator. Dedicated to client satisfaction and equity and inclusion in the workplace

Experience

Brenda Jackson, IG Wealth Management

Executive Assistant • Edmonton, Alberta

09/2020 - Present

- Providing full administrative support to Brenda Jackson: prioritizing incoming communications, writing/drafting correspondence, monitor/respond to email, liaising with internal/external contacts, following up and ensuring delegated tasks and requests are completed on schedule
- Leading marketing initiatives, not limited to social media, networking and seminar-assisted prospecting
- Assisting in the preparation of a prospect or client file prior to a client meeting and tracking post-meeting action items
- Maintaining client files, process transactions, and assist with the implementation of marketing plans
- Organizing and manage calendars and travel plans

Brenda Jackson, IG Wealth Management

Business Development Coordinator • Edmonton, Alberta

09/2016 - 09/2020

- Sourcing and recruiting financial consultants
- Leading marketing initiatives, not limited to social media and networking prospecting
- Supporting onboarding consultants, assisting in their training and development in the Division
- Assisting in the preparation of a prospect or client file prior to a client meeting, planning, cross-sell opportunities. and tracking postmeeting action items.

Edmonton Wireless

Business Development Manager • Edmonton, Alberta

07/2000 - 09/2020

- Setting goals and developing plans for business and revenue growth
- Researching, planning, and implementing new target market initiatives
- Hiring, onboarding, and training new employees
- Training clients and setting up software systems to allow tracking (for transportation industries)
- Collaborated with Ceridian to setup and customize Payroll for the company
- Collaborated with iQMetrix to develop a CRM software for the company

Pirani Brothers (East Africa)

CEO / Electrical Engineer Contractor • Nairobi, Kenya

01/1996 - 06/1999

- Leading the ideation, planning, and implementation of new and longterm business strategies
- Serving as the figurative head of the organization
- Coordinating the work of multidisciplinary teams associated with the realization of major projects
- Preparing technical specifications, plans and cost estimates for electrical engineering work
- Managing tenders and issuance of contracts
- Coordinating the installation and commissioning of equipment and manages the project budget
- Advising other members of the engineering team

Computech Limited

Software Engineer • Nairobi, Kenya

12/1993 - 01/1996

- Matching clientele to a software that meets their needs
- Developing integrated systems
- Installing software applications on networked hardware systems
- Training and development on installed systems (Cisco, Windows NT 3.5.1)
- Troubleshooting software
- Checking compatibility with various hardware devices and tools
- Leading teams in the development of different aspects of software and computer applications
- Developing maintenance procedures to encourage and ensure regular optimal productivity of the application

Skills

- Microsoft Office
- HTML/C++
- Hootsuite
- Salesforce
- Social Media Management
- Advisor Stream

Education

United States International University (USIU)

MSc Management & Organizational Development • Nairobi, Kenya

07/1999

United States International University (USIU)

BSc Management Information Systems • Nairobi, Kenya

07/1996

University of Westminster

BSc Software Engineering • London, England

04/1993