

Zainab Ahsan Chiya



Experience

Trent Central Student Association (Trent University)

Front Desk Receptionist

2022-2024

As a front desk receptionist my responsibilities included, but were not limited to, answering student queries, responding to emails, being aware of all updated information regarding the TCSA, Levy Groups, Clubs and Groups on campus and all associates, handing cashless transactions, managing inventory and consignment. Attending the semi- annual Board of Directors and General Meetings.

Otonabee College (Trent University)

Academic Ambassador

2023

As the College office's initial point of contact, my responsibilities include, but are not limited to, answering inquiries, scheduling and managing a range of appointments, planning, budgeting, and facilitating events for students and introducing them with the right resources for their needs. Responding to emails and phone calls.

Talize Peterborough

2023

Retail Floor Team Member

As a team member, I am responsible for processing cash and credit transactions, ensuring the store front remains clean and organized, and providing exceptional customer service. I manage customer inquiries in person, over the phone, and online, ensuring prompt and professional assistance.

Other Relevant Experience

Islamic Relief Canada at Trent University

Secretary

2022-2023

Responsible for scheduling meetings, booking rooms, establishing agendas, and leading team meetings alongside the presidents. Writing meeting minutes and following up with the team's executives. Reporting all relevant information to the presidents and leading the meeting in the absence of the president.

Director of Finance

2023-2024

Handling the club's finances. Applying for funding with the TCSA and all college cabinets. Follow-up on financial data during team meetings. Prepare and approve budgets. Tallying of income and expenses on term end. Providing an up-to-date balance sheet every quarter. Managing inventory and record keeping.

Co – President

2024-2025

In responsibility of managing the team. Lead team meetings. Delegate tasks and follow up on event preparation and organization with executive members. Meet with IR Canada's club leaders to gain valuable insights.



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Education

Trent University

2022 – 2026

I am a third -year Business Major student at Trent pursuing a Bachelor's in Business Administration Honors Degree with a specialization in Accounting.

Skills

Excellent Communication Skills: Won “Best Public Speaker Award” for 4 consecutive years

Microsoft Office Suite: 9 years

MySQL: 2 years and Python IDLE: 2 years

Google Suite: 4 years

Basic First Aid Training.

Can work well independently or within a team (I enjoy both).

Can work well under high stress.

Create program plans and budgets for events.

Create, lead and execute events on various occasions.

Prepare social media posts using Canva and other digital resources as part of my Portfolio.

Keep an updated record of cash flows, budgets, expenses and revenues.

Note down meeting minutes, share insights as needed.

