



FRANZIL DIAS

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📍 Dubai, UAE

GET TO KNOW ME A LITTLE MORE!

A fresh graduate with a Bachelors Degree in Media & Communication looking for jobs to build a resumé.

EXPERIENCE

05.2021 -
06.2021

DUTCH UNCLES

Content Writer

- developed an understanding of Business Writing and Digital Publishing. The internship included primary research, fact-check, storyboarding, writing an article and preliminary search engine optimization for digital publishing and online media.

09.2019 -
07.2020

ECONOTION

Sales Representative

- Making calls to corporate and introducing about the company services and products.
- Taking care of client inquiries concerning loan terms, items, pricing, and availability
- Performing administrative tasks, such as preparing and managing excel sheets for the team, preparation of Quotations, MIS and Follow-ups.
- Building relationships and established a good rapport with new and existing clients to expand sales.
- Assisting in the after-sales and service process to ensure client satisfaction and develop a lasting professional relationship.
- Building awareness and service recognition via call and email.
- Process accounts receivables transactions to include entering invoices, made a file of supporting documents, and business transaction receipts.
- Set up meetings with clients or prospective customers. Presented new products and services and enhance existing relationships.
- Coordinating sales efforts with marketing programs.
- Generating Leads.

EDUCATION

04.2015 -
03.2018

THE INDIAN HIGH SCHOOL, DUBAI

- Successfully completed High School with a CGPA of 7.4 out of 10.
- Successfully completed Higher Secondary with a 75.2% overall score.

09.2018 -
06.2020

MANIPAL ACADEMY OF HIGHER EDUCATION, DUBAI

Successfully completed 2 years at the Dubai Campus.

08.2020 -
05.2021

MANIPAL INSTITUTE OF COMMUNICATION, MANIPAL

Graduated with a Bachelor's Degree in Media & Communication.

COURSERA

Successfully completed the following online certified courses:

- Script Writing: Write a Pilot Episode for a TV or Web Series from Michigan State University.
- Integrated Marketing Communications from IE Business School.
- The Modern World, Part Two: Global History since 1910 from the University of Virginia.

PERSONALITY TRAITS

Punctuality • Creativity • Organized • Approachable • Communicative • Affable

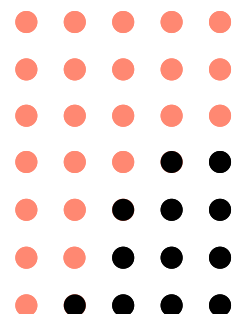
- 08.2019 - 08.2019** **FALCON MEGA TECHNICAL SERVICES L.L.C.**
Sales Executive
- Making Calls to Existing as well as new clients in order to inform/remind them about our company's services.
 - Sending the Company's Profile to the concerned department of the clientele.
 - Attending Meeting with the clients.
 - Convincing them about the company I was working for.
- 04.2019 - 04.2019** **WHITE ORYX INTERNATIONAL SHORT FILM FESTIVAL (WOIS)**
Volunteer
- To assist the organizers and perform the duties assigned to me by my superiors.
 - To usher in crowds and make sure there was a smooth flow throughout the event.
- 08.2018 - 09.2018** **IMPULSE WAVE L.L.C.**
Recruiter/Junior Co-Supervisor
- In charge of the salary of my subordinates,
 - Making sure the flow of work done was not disturbed,
 - Being a representative of the Management to the staff and vice versa as well as being a customer representative.
- 05.2018 - 06.2018** **IMPULSE WAVE L.L.C.**
Salesman
- Helping Customers make the right choices,
 - Pushing Sales to the maximum while maintaining customer satisfaction.
 - Managing the Crowd when there is a rush of customers.

SKILLS

- Good communication - written and oral skills
- Excellent conceptual and analytical skills
- Effective interpersonal skills
- Cognitive Functioning
- Leadership Skills
- Computer Proficiency
- Polylinguist
- Time Management
- Team Player
- Self Motivated
- Creative
- Adaptability
- Physically Able to do Heavy-Duty work
- Empathy
- Customer Service
- Decision Making

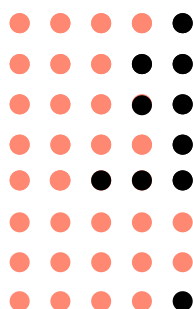
LANGUAGES

ENGLISH
HINDI
URDU
KONKANI
ARABIC
FRENCH
GERMAN



SOFTWARE SKILLS

ADOBE PHOTOSHOP
ADOBE AFTER EFFECTS
ADOBE INDESIGN
ADOBE PREMIERE PRO
ADOBE ILLUSTRATOR
MICROSOFT WORD
MICROSOFT POWERPOINT
MICROSOFT EXCEL



WHAT I LOVE TO DO



SOCIALS



[@FRANZILDIA](https://www.instagram.com/FranzilDias)



[FRANZIL DIAS](https://www.facebook.com/FranzilDias)



[FRANZIL DIAS](https://www.linkedin.com/company/FranzilDias)



[@FRANZILD26](https://twitter.com/FranzilD26)



[FRANZIL DIAS](https://www.behance.net/FranzilDias)



[PORTFOLIO -
FRANZIL DIAS](https://www.portfolio.com/FranzilDias)

I agree that my personal data will be processed in order to recruit for the position I am applying for.