

Zayyan Latif

AI Implementation & Business Operations

San Francisco, CA, United States | [LinkedIn](#)

Available now for full-time AI Implementation, Business Operations, Founder's Associate, and Product Operations roles at early-stage startups. SF Bay Area, Remote US, and NYC.

I turn business problems into working products and repeatable processes. My work spans financial diligence, research qualification, workflow automation, and developer tooling. I take ownership of defining the problem, building the first version, and coordinating the work needed to move it forward.

A few examples of what I've delivered:

- DiliPilot: Cofounded an AI-assisted financial-diligence product for small-business acquisitions and built the first working MVP solo. Owned product direction, customer discovery, positioning, and financial workflow design, while coordinating technical and go-to-market contributors.
- Apply OS: Built a research and qualification workflow whose importer screened 3,874 source rows and selected 70 job-opportunity records for review. Connected qualification, prioritization, preparation, and human approval in a structured pipeline.
- MCP Guard: Shipped an open-source review tool for Model Context Protocol (MCP) servers, with six source-analysis rules, tool-inventory validation, and capability-change detection. Packaged the release with reproducible demonstrations, automated tests, and evidence-linked reports.
- Berkeley Biologics: Supported accounting operations through invoice verification, accounts-payable reconciliation, and period-end documentation. Presented an internal-controls review to the Head of Accounting and company president.
- Youth Advocates for Change: Spent three years on the executive strategy team working across operations and partnerships. Coordinated partner communications, candidate logistics, and community promotion for a \$25,000 scholarship initiative with Elevate.

I'm looking for a small team where I can take ownership of a cross-functional problem, build what is missing, and stay responsible for the follow-through.

EXPERIENCE

Co-Founder, Product & Strategy

Dilipilot

Jun 2026 — Present

San Francisco Bay Area

- Built and shipped the first working MVP solo, translating fragmented seller documents into a structured, source-linked diligence workspace for small-business acquisitions.
- Designed workflows for historical financial spreads, adjusted-earnings bridges, debt-service coverage, downside scenarios, and lender-preparation materials.
- Led customer discovery, market research, positioning, and outbound. Translated buyer questions and objections into product requirements and messaging priorities while coordinating technical and go-to-market contributors.

Financial Accounting Intern

Berkeley Biologics LLC

Jul 2025 — Sep 2025

Richmond, California, United States

- Processed and verified invoices in QuickBooks and organized accounts-payable documentation.
- Reconciled accounts-payable transactions against purchase orders and receipts.
- Assisted with month-end close and prepared AP aging reports.
- Supported the transition to new accounting software and prepared a pitch deck on internal controls.
- Gained practical exposure to GAAP-oriented accounting workflows.

Member

California FBLA Collegiate

Aug 2024 — Present

Runway Model

After Dark Entertainment

Sep 2022 — Jan 2023

San Francisco Bay Area

Runway model for Sir Klothung and After Dark Ent. - a Bay-Area & LA-based fashion collective

Member

DECA Inc.

Aug 2022 — Jun 2024

Co-Executive Strategy Member

Youth Advocates For Change

Jan 2022 — Aug 2024

San Ramon, California, United States

Worked with an executive team to help manage, strategize, and direct several community outreach efforts and creative/media campaigns. Campaigns worked on included a sexual assault awareness short film, a Lululemon campaign, and outreach plans with the SF Youth Commission

Promotional Model

SKINCARE AGENCY

Sep 2021 — Sep 2021

Berkeley, California, United States

Video/commercial model for "Agency Skincare by Curology" commercial

Activism Agent

Junior State of America

Aug 2021 — May 2023

Pleasanton, California, United States

Social Media Marketing Intern
Prime Poke

Feb 2021 — Jun 2021
Pleasanton, California, United States

Volunteer
Muslim Community Center - East Bay

May 2019 — Aug 2019
Pleasanton, California, United States

EDUCATION

Las Positas College
Associate's Degree For Transfer in Business Administration and Management, General
Intention on transferring to a 4-year University for double major - Data Science & business admin

Aug 2024 — Aug 2027

Foothill High School
Undecided

Jan 2020 — Jan 2024

PROJECTS

RiskLedger

- Built a concept for tracking operational, financial, or business risks across companies or workflows.
- Designed structured fields for risk category, severity, likelihood, owner, status, and mitigation plan.
- Practiced turning unstructured risk information into a more organized reporting system.

Search Fund Sourcing CRM — Proprietary Acquisition Pipeline & Outreach Engine

Built a CRM-style acquisition sourcing tool for tracking small business acquisition targets, broker relationships, outreach status, industry categories, and deal notes. Designed for search fund, independent sponsor, and lower-middle-market acquisition workflows.

Zayyan OS

Designed and built a personal operating system around the question “What should I do right now?” Structured context-aware prioritization, a Top 3 action queue, focus sessions, capture, recovery, and review workflows. Working prototype using demo/local state; no adoption or productivity outcomes claimed.

SMB Due Diligence & Add-Back Scrubber

Built a due diligence tool for reviewing owner-operated business financials and identifying potential add-backs such as personal expenses, family salaries, discretionary spending, one-time costs, and owner benefits. Designed to help normalize seller discretionary earnings and improve preliminary deal evaluation.

SF FBLA Marketing and Sales Case Study

First place winner for Marketing and Sales Case Study for NorCal Case Study Business Competition for FBLA

Project Management Sales Presentation Project Summary Report

Submission that won top 15 at DECA's International Career Development Conference 2023

Apply OS

AI-powered career operating system for job discovery, qualification, prioritization, and application workflow management. Built to turn a fragmented job search into a structured operating process with eligibility filtering, opportunity ranking, agent-assisted research, and workflow tracking. Primary languages: TypeScript and SQL.

Zayyan Agent Runtime

Local-first AI agent infrastructure built for reliable multi-model execution. Includes deterministic task-aware model routing, sandboxed tool execution, browser automation, subagents, context optimization, multi-provider support, lifecycle/resource controls, and safety-oriented execution boundaries. Primary language: TypeScript.

CERTIFICATIONS

2nd Place, NorCal Regionals (Mar. 2025, California FBLA Collegiate

Mar 2025

1st Place, California State Competition — Marketing & Sales Case Study, California FBLA

Feb 2025

International Career Development Conference (ICDC) Top 15 Finalist, DECA Inc.

Apr 2023

Overdose Emergency Prevention Specialist, End Overdose

ServSafe Food Handler, ServSafe

SKILLS

SQL · Go-to-Market Strategy · Product Strategy · Business Operations · TypeScript · Artificial Intelligence (AI) · Software Architecture · Browser Automation · Workflow Automation · U.S. GAAP Reporting · Accounting · M&A Research · Financial Statement Analysis · CRM Databases · Financial Analysis · Market Research · Microsoft

PowerPoint · Corporate Strategy · QuickBooks · Public Relations · Social Media Optimization (SMO) · Presentations
· Nonprofit Organizations · Multilingual · Instagram · Digital Marketing · Canva · Media Strategy · Marketing ·
Social Media · Salesforce CRM · Adsense · Google Analytics · Microsoft Excel · Microsoft Office