

Najib Hassan

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PROFILE:

A confident and focused third year International Relations and Journalism BA student with experience in newsgathering, multimedia, interviews and video editing, and experience in working as an SIA officer. Currently searching for a short term work position with which to utilise my skills in.

EDUCATION:

Kingston University

BA (Hons) International Relations and Journalism

September 2017 – present

- Covered news stories as they happened
- Achieved proficiency with editing video on Premiere Pro and Sony Vegas
- Worked on a news website – covered student politics part of the site
- Interviewing the public on recent news events
- Debating with peers on political issues

Lampton School

September 2015 – June 2017

- 3 A Levels in English Language and Literature, History and Sociology.
- Mentored students in A Level Sociology

Oak Heights Independent School

September 2013 – June 2015

- 7 GCSEs, including English and Maths.

WORK EXPERIENCE:

H&D Limited

SIA Officer

12th July 2019 – present

- Enforced strict security across several high profile locations, including stadiums
- Initiated a drive to assist customers and clients
- Achieved confidence to handle difficult situations during large scale events

The Daily Telegraph

Work Experience at Home News Desk

9th September 2019 – 13th September 2019

- Enquired with organisations to secure statements and information for news stories
- Successfully liaised with news reporters to research for large news events and stories
- Analysed audio interviews for effective transcribing and accuracy

Humble Healthcare Ltd

Admin Assistant

June 2017 – June 2018

- Initiated an effective invoice system whilst setting competitive prices for clients
- Managed and organised shift times for workers and logging them on a specialised computer system, ensuring the smooth operation of the business
- Expanded the business by applying for contracts to operate in multiple areas across London
- Working with colleagues about any technical issues
- Calculating wages with timesheets on Excel
- Handling complaints from clients

Rayners College London

Admin Assistant

August 2015 – March 2016

- Secured the places of multiple students into several universities
- Writing letters on behalf of the college to students and clients
- General office duties, utilising Microsoft Office
- Photocopying and filing documents

SKILLS AND INTERESTS:

- Proficient in multimedia production, such as with Adobe Photoshop, Premiere Pro and Sony Vegas
- Experience with publishing software including InDesign
- Good communication skills, including telephone and face to face
- Self-motivation and management
- Holds an SIA licence
- Well organised
- Dealing with the public
- Member of multiple university societies – politics society, Amnesty International, Islamic society and video game society
- Debating
- Travelling
- Reading

- Exercising in the gym

REFERENCES:

References are available upon request.