

# Bilal Syed

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## CAREER GOALS

Dedicated and interested towards customer experience, with a solid background in developing and implementing all operations and administrative functions. Organized and detail oriented with highly regarded interpersonal skills. Looking for the right opportunity, for a challenging career where my knowledge, skills can be set, shared and enriched in the development of a team and organization as a whole. Communicates effectively with co-workers, clients, and vendors at all levels. Maintains complete and accurate documentation; identifies and pursues opportunities to improve office efficiency.

## WORK EXPERIENCE

**Jul 2017- August 2017**

### **Communications Intern, Food and Agriculture Organization of the United Nations [Pakistan]**

- Editing work presented from the field.
- Writing articles about success stories and features stories of the organisations projects.
- Using social media to promote the organisation and how they help the society.
- Communication and writing skills were heavily used in this internship.
- I took the initiative to also challenge the communications environment by suggesting and implementing a more sustainable and proper promotional campaign.
- I also had to file multiple paperwork for the organisation into chronological order.
- I was to report to the senior communications officer of this organisation.

**February 2017- Present**

### **Sports and Recreational Officer, Monash Student Union**

- Responsible for caring about the students on campus by listening to their demands.
- Organising sporting events for the entire campus.
- Using my organizational skills, leadership skills, and accuracy to pay attention to details regarding the structure of the organization.
- Making sure the right documents are send to the right departments.
- Liaising with multiple other representatives to make sure the best on campus experience is provided to the students.
- Filing various paperwork to make sure everything is in order.
- Diary management was used in order to make sure that appointments were taken care of, events were on time and everything is noted for the president of the organization.

**July 2016- Present**

### **Content Writer & Presenter, MOJO TV**

- Excellent writing skills in several styles and tones
- Usage of software's like Microsoft Word, Google Docs, and various other video editing software's such as iMovie and Premiere pro.
- Ensure research, organizational, and learning skills will used to create an outstanding story.
- Formatting articles to place on the web.
- Interviewing is a crucial part, as all stories require witnesses or a protagonist.
- Report and edit content for the organization.
- Content included video stories and digital stories.
- Demonstrated my marketing skills.

**July 2015- May 2017**

**Presenter and Writer, Radio Monash**

- Content creation for the news section of this organisation by using their WordPress page.
- Software's involved include Microsoft Office, and iWork Pages.
- Stories included event reviews and opinion pieces.
- The structure was journalistic and formatted to fit the WordPress web page.
- Editing was done to perfect the article after feedback was provided by the organization.
- Original Videos and photography are included in the articles.
- The radio show consisted of a various range of important and relatable topics for a wide audience.

**June 2016- July 2016**

**Intern, Department Of The Future [DOTF]**

- Covering events and writing articles.
- Arranging media passes and organizing other requirements.
- Ensure personal grooming and appearance are of the highest standard in order to properly represent the firm.
- Undertake all activities asked by seniors, including emailing, writing letters, filing important documents and other ad hoc work.
- Demonstrate communication skills.
- Used my skills in adobe products, such as Photoshop, and Premiere pro.
- Monitor complex condition daily and advise management as necessary.
- Assist with promotions and marketing as required.

**Jan 2013- March 2013**

**General Managers Assistant, Al-Ghamdi Trading Company**

- Organizing file documents, assisting the GM of the firm
- Developed an understanding of how a trading company works.
- Developed an understanding for all the machinery parts the company dealt with.
- Scheduling and assigning employees; following up on work results.
- Assisting clients by providing them quotations and overlooking all the orders on a day-to-day basis.

**ACADEMIC QUALIFICATOINS**

**2015-present**

**Monash University, Australia**

**Bachelors of Arts (Journalism)**

**2010-2013**

**Al-Hussan International School- Al Khobar, KSA**

**IB (International Bacculaureate)**

**2014**

**Monash University, Australia**

**Mental Health First Aid Course**

**SKILLS AND CAPABILITIES**

**IT Skills**

- Microsoft office- MS-Word, MS-Excel, MS Power Point, MS-Access, Adobe CC.
- Editing softwares such as, iMovie and Premiere Pro Cut.
- Excellent knowledge in working with Macintosh, all Apple products, Windows\_98, ME, XP, VISTA, Windows 7, Windows 8, and

- Windows 10 Operating System.
- Efficiency in adobe products, such as Photoshop, Light room, Audition, and Premiere Pro.

### Additional Skills

- Public speaking
- Written communication
- Group/team work adherence
- Strong team leadership
- Excellent organizational capacity
- Photography and videography
- Rapid typing skills. Minimum of 75wpm

### Other Qualifications

- RSA Course
- Food handling course
- First Aid Training Course
- Mental Health First Aid Training
- Facebook for Journalists Certificate
- The Online Marketing Fundamentals Certificate

### Language Skills:

- Fluent in English, Urdu, Hindi, Punjabi and basic Arabic.

## ACTIVITIES

- Sports and Recreational officer at **Monash Student Union (MONSU)**.
- Wrote a feature article for “**Lot’s Wife**” magazine, 2016
- Writing for **Monash Radio Journalism** weekly, 2016
- Worked as a Volunteer for **Dubai Food Carnival**, 2014
- Splash** fashion show, 2013
- Running a successful **Photography Startup**, 2015 - current
- Reporting & Presenting** on “**Mojo TV**”, 2016
- Radio experience** at **Monash Radio** and **3WBC** community radio, 2016
- OSISMUN** in Egypt as a Delegate from France, 2013
- Internship** with Department Of The Future (DOTF) as a **Reporter**, 2016
- CSC** Leader conference challenge, 2013
- Community Service work**- Cleaning one of the beach with my school Batch in Saudi Arabia, 2013
- A Volunteer at **Student Ambassador Program** at Monash, 2014

## PERSONAL INFORMATION

- I have a valid Driving License.
- Availability is flexible.

## REFERENCE

- Available on request.