

Naveed Qazi *Writer/Content Specialist*

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📍 5-Baghe Mehtab, Main Road, Srinagar, Kashmir - India 📅 Oct 02, 1988 🌐 Single

🇮🇳 Indian 👤 Male 🖱 www.naveedqazi.com 🛂 Passport ID: N5231288 🐦 naveedqazi



🌐 Languages

- English
- Kashmiri
- Urdu

👤 Profile

With a long-driven passion and flair for writing, I am a self-starter and a market-friendly writer with an eye for finesse. I pursue a clear and elegant style of writing and want to create innovative, entertaining, candid and informative narratives. I am adept at researching new topics, engaging audiences, and promoting ideas, brands, and missions.

Possessing over 8+ experience in independent content writing, I have the desire to connect with others and want to leave an impact on the readers. As a digital entrepreneur, I can bring value, clear thinking, ideation, and efficiency with adaptive thinking, emotional intelligence and resilience.

Having expertise in transdisciplinary subjects, I have been completely career-work focused, organised, and hardworking and have an urge to give the best results. Due to my problem-solving-solution-oriented skills, I have the potential to create new standards. I also have a strong ability to identify risks, dependencies, constraints, and assumptions. I am adaptable towards various working conditions, including a multi-cultural workforce, with minimal supervision. With an ability to work in cross-functional teams, completing tasks under pressure, and bringing business goals to fruition, I can also handle escalation and employee disputes. In general, I am an enthusiastic person, who can also be submissive towards corporate authority, due to collaborative and service-minded traits.

📁 Professional Experience

Writer/Content Specialist, Independent Contractor

Jan 2015 – present
Srinagar, Kashmir, India

- Wrote, curated and edited blog content for Globe Upfront website on international economic issues, global politics, international environmental issues, global protest movements and international public policy.
- Mostly followed 4 long form blogs per month strategy. Through SEO, managed over 100,000 blog visits since 2018. Self created Globe Upfront's brand logo and other graphic material for social media marketing. Used Google Analytics to track visitor insights and website performance.
- Applied learned fiction technique and essay writing technique in form of independent book projects since January 2015.
- To ensure professionalism, learned and used popular tools like Adobe Photoshop and Adobe Indesign for book formatting and designing of book covers. Co-ordinated with Sarah Holroyd, owner of Sleeping Cat Books based in Arlington, Virginia to ensure correct paperback dimensions for Amazon KDP paperback uploads.
- Used effective tools like Grammarly and Pro Writing Aid for thorough self editing of manuscripts.
- Allied with SMR Consulting for two self financed book launch events.
- Took care of proper e-book conversions through Calibre, an e-book management software.
- Co-ordinated with radio jockeys in the city's media for marketing of my published books. Used Filmora WonderShare to make radio interview videos on Youtube for social media marketing.
- Signed a contract with a leading Indian literary agent, Suhail Mathur (The Book Bakers Literary Agency) for my written works.
- Wrote over 190 columns on global and regional politics in various regional newspapers.
- Self created a website on Wix to enhance the author brand. Suggested edits for improved knowledge graph on Google.
- Mentored young authors regarding the local publishing market.

Selected Projects:

- Assessed the clarity of services offered by cvmaker.com in co-ordination with Anna Griezava, their senior product designer.
- Content writing assignment for a tourism-related project 'Soul Stories' regarding Kashmir's architecture, natural wonders, Srinagar's landmarks, and Kashmir's history.
- Content writing project on Kashmiri walnuts for a local food magazine, Khyen Chen, managed by Kashmir Observer.
- Edited a prospectus regarding course information for a Kashmir-based government college.
- Wrote content assignments in Library Sciences (mini books and journal writing assistance for a UGC journal) for DentMed Research and Journals Private Limited based in Mumbai, India.

- Proofread essays for publishing and made three job advertisements for an Italian project consultant working for the governmental agency, AICS, Bogota.
- Tutored two UK master's students for their dissertation goals related to business and management.

Operation Officer, Western Banoona Group

- Marked time sheets, fuel consumption sheets, employee forecast sheets, and cost analysis of all running projects in coordination with the cost control engineer. Cut down paperwork to a considerable degree.
- Made process reports for the main store for one month for effective supervision.
- Evaluated the progress of labour teams and procurement of materials for the WBG head office site at Mussaffah.
- Office Administrator at Shah Sulfur & Pipelines Roadwork's Project, Shah Gas Field, Abu Dhabi.
- Inventory controller and originator of material requisitions at Borouge Roadwork's Project, Ruwais, Abu Dhabi. Liaised with project managers, was also involved under the contracting division, directorate of operations.

Jun 2014 – Nov 2014
Abu Dhabi,
United Arab Emirates

Credit Cards Executive, Emirates Islamic Bank

- Found clients from business establishments and service sectors across UAE through telesales, and cold calling. Through disseminating product knowledge, clients were satisfied with bank schemes and offers.
- Sourced documents and promoted sales at kiosks in leading malls in Dubai. Under the team leader's supervision, did brochure distribution at busy metro stations under the retail sales division.

Oct 2013 – Jan 2014
Dubai,
United Arab Emirates

Education

MSc International Business, University of Hertfordshire

Sep 2011 – Sep 2012
Hatfield, England

Bachelor of Commerce, University of Kashmir

Mar 2008 – Dec 2010
Hazratbal, Srinagar,
Kashmir, India

Higher Secondary Certificate, Tyndale Biscoe School

2005 – 2006
Sheikh Bagh, Srinagar,
Kashmir, India

Matriculation, Burn Hall School

1992 – 2004
Gupkar Road, Srinagar,
Kashmir, India

Certificates

The Strategy of Content Marketing

Coursera, University of California - Davis (2023)

Media Ethics & Governance

Coursera, University of Amsterdam (2023)

Global Diplomacy - Diplomacy in the Modern World

Coursera, SOAS, University of London (2023)

Local Economic Development

Coursera, Erasmus University (2023)

Brand and Product Management

Coursera, IE Business School (2023)

E-commerce

ICSC, University of Kashmir (2009)

Transmedia Storytelling: Narrative Worlds, Emerging Technologies and Global Audiences

Coursera, University of New South Wales (2023)

Global Politics

Coursera, Università di Napoli Federico II (2023)

International Leadership and Organisational Behaviour

Coursera, Università Bocconi (2023)

Design Thinking for Innovation

Coursera, University of Virginia (2023)

Global Energy and Climate Policy

Coursera, SOAS, University of London (2023)

Entrepreneurship Development

ICSC, University of Kashmir (2008)

Professional Development

Foundations of Digital Marketing and E-Commerce, Google

The Content Writing Course, Udemy

Foundations of Project Management, Google

Search Engine Optimisation (SEO) with Squarespace, Coursera Project Network
Digital Transformation with Google Cloud, Google
Business Analysis and Process Management, Coursera Project Network
Creative Writing Masterclass: Start Writing Your Own Stories, Udemyl
Hollywood Film School: Film Making and TV Directing Masterclass, Udemyl
Corporate and Strategic Communication Skills for Managers, Udemyl
Process Improvement, Udemyl
Certified Performance Management Professional (CPMP), Udemyl
Project Management Essentials, Udemyl
Fundamentals of Business Analysis, Udemyl
Management Consulting: Essential Training, Udemyl
Advanced Product Management: Vision, Strategy and Metrics, Udemyl
Customer Relationship Management (CRM), Udemyl
Successful Negotiation: Master Your Negotiating Skills, Udemyl
Critical Thinking Strategies For Better Decisions, Udemyl
Master Class - Creative Problem Solving & Decision Making, Udemyl
Lean Six Sigma - The Fundamentals, Udemyl
SaaS Masterclass: Sales, Marketing and Growth Metrics, Udemyl
Cloud Computing Fundamentals, Udemyl
Artificial Intelligence and Machine Learning for Business, Udemyl
Oracle 9i Database Administration Fundamentals-I, Oracle Workforce Development Program
Introduction to Oracle: SQL, Oracle Workforce Development Program

Degree Equivalence

US master's degree, World Education Services (WES), New York, USA
Canadian master's degree, University of Toronto, CES, Ontario, Canada
Bachelor's degree, Apostille Seal by Ministry of External Affairs, New Delhi, India

Publications

The Trader of War Stories , Amazon KDP 326 pages	Jan 26, 2018
Musings on Global Politics , Amazon KDP 296 pages	Jan 26, 2018
Corporate Social Responsibility in UK Supermarket Industry , Amazon KDP 106 pages	Feb 15, 2018
Reflections on the Changing World , Amazon KDP 420 pages	Jul 01, 2019
The Vale Dweller , Amazon KDP 214 pages	Sep 21, 2019
Global Perspectives , Amazon KDP 316 pages	Mar 10, 2020
Globe Chronicles , Amazon KDP 482 pages	Nov 26, 2021
Globe Politics , Amazon KDP 242 pages	Dec 21, 2022

Skills

Attention to detail • Expert editing • Research ethic • Blogging • Originality • Oped writing • Interpersonal skills
Self publishing books • Management • Book formatting • Focus • Motivated attitude • Editing software
Digital marketing • Public speaking • Process improvement • Accountability • Problem solving • Adept communication
Adaptability • Organisation • Decision making • Flexibility • Negotiation • Conflict mediation

Volunteerism

University of Hertfordshire (Course Representative), *MSc International Business*

I was a course representative for my MSc International Business course for full academic year between 2011-2012. The experience taught me time management, leadership, and evaluation. I was also part of an academic quality review with the head tutor of the course.

Wall Magazine Club, Burn Hall School

During my schooling at Burn Hall School, I was a member of the Wall Magazine Club. Our task was to prepare the best articles and paintings for the school's official billboard.

Media Interviews

TV Interviews, *Gulistan News 24x7, Zee Salam*

Srinagar, Kashmir, India

Radio Interviews, *Big 92.7 FM, Red FM, All India Radio, FM Tadka*

Srinagar, Kashmir, India

Interests

Reading (fiction and non-fiction), **Netflix and Amazon Prime** (Genre: action, thriller TV shows and movies),

Photography (DSLR camera), **Music** (electronic dance music, rock, rap),

International football and cricket (FIFA World Cup, UEFA EURO, Italian Serie A, UEFA Champions League, ICC World Cup, ICC Champions Trophy, ICC T20 World Cup)

Declaration

I hereby declare that the details and information given above are complete and true to the best of my knowledge.



Naveed Qazi

Srinagar, Kashmir