



## NAVEED QAZI

WRITER & MANAGEMENT  
PROFESSIONAL

## PROFILE

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I was born on October 2, 1988 and brought up in Srinagar, Kashmir, India. As a focused individual, I worked my way through as a management professional after university education, and acquiring work experience.

Starting off as an independent blogger, during my early university days, I also contributed to all leading newspapers in Kashmir, before releasing my first major publications in 2018. In the same year, I founded Globe Up Front, an acclaimed portal, focusing on global issues, which I write on my own.

Before becoming a writer, I worked in the banking and construction sector in Dubai and Abu Dhabi. In my writing journey until now, I've written two novels, and five nonfiction books.

As an independent publisher, I use Amazon's print on demand service, *Kindle Direct Publishing*. My essays are often considered research intensive, and I prefer isolation while completing my book projects.



[naveedqazi@live.com](mailto:naveedqazi@live.com)



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## CAREER OBJECTIVE

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Intending to work with an organisation that can fulfill my professional goals, and can help me to expand my horizons. As per my skills and experience, I wish to get recruited in operations, quality control, human resource management, administration, or corporate social responsibility sectors.

## SKILL POTENTIAL

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As a professional, I can bring value, clear thinking and efficiency, to any prospective organisation. I intend to work with other engrained skills like collaboration, adaptive thinking, emotional intelligence and resilience.

Having expertise in vast areas of business studies, I have been completely career-work focused, organised, hardworking and have an urge for giving best results. Due to my problem solving-solution oriented skills, I have a potential to create new standards.

My other competitive qualities include public speaking, debating, positivity, active listening, writing-editing, attention to detail and great interpersonal-networking skills. 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.

In general, I am an enthusiastic person, who is deferential towards corporate authority, with collaborative and service-minded traits.

## EDUCATION

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2011-2012

**UNIVERSITY OF HERTFORDSHIRE, HATFIELD**

MSc International Business

2008 - 2010

**UNIVERSITY OF KASHMIR, SRINAGAR**

B.Com (Bachelor of Commerce)

2005-2006

**TYNDALE BISCOE SCHOOL, SRINAGAR**

Higher Secondary Certificate (Non-medical)

UNTIL 2004

**BURN HALL SCHOOL, SRINAGAR**

Matriculation

## WORK EXPERIENCE

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### **OPERATION OFFICER**

*Western Banoona Group, Abu Dhabi / June 2014- November 2014*

- Marking time sheets, fuel consumption sheets, employee forecast sheets, cost analysis of all running projects in co-ordination with cost control engineer.
- Making process report for main store for one month.
- Evaluating progress of labour teams and procurement of materials for WBG head office site at Mussaffah.
- Office administrator at Shah Sulfur & Pipelines Roadwork's Project, Shah Gas Field, Abu Dhabi.
- Inventory control and originator of material requisitions at Borouge Roadwork's Project, Ruwais, Abu Dhabi. Liaised with project managers, was also involved under contracting division, directorate of operations.

### **CREDIT CARDS EXECUTIVE**

*Emirates Islamic Bank, Dubai / October 2013 - January 2014*

- Finding clients from business establishments and service sector across UAE through telesales, and cold calling.
- Sourcing of documents, sales promotion at kiosks and brochure distribution under retail sales division.

## ADD ON COURSES

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- **2008- 2009 session:** Certificate course in e-commerce from Islamia College of Science & Commerce (Approved by University of Kashmir)
- **2008 session:** Certificate course in entrepreneurship development from Islamia College of Science & Commerce (Approved by University of Kashmir)

## WRITING CAREER

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Themes: Fiction/Non-fiction

Imprint: Independently published (Kindle Direct Publishing)

- *Globe Chronicles (2021), 612 pages*
- *Global Perspectives (2020), 315 pages*
- *Reflections on the Changing World (2019), 485 pages*
- *The Vale Dweller (2019), 216 pages*
- *The Trader of War Stories (2018), 324 pages*
- *Musings on Global Politics (2018), 299 pages*
- *Corporate Social Responsibility in UK Supermarket Industry (2018), 124 pages*

## EXTRA CURRICULAR ACTIVITIES

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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.

In my college years at Islamia College of Science & Commerce, I participated and listened to debates related to happenings in the corporate world. During my schooling in Burn Hall School, I was a member of Wall Magazine Club. Our task was to prepare best articles and paintings for the school's official billboard.

As a columnist, I have written op-eds for regional newspapers such as Rising Kashmir, Kashmir Images, Kashmir Monitor, Greater Kashmir, Kashmir Times, Good Morning Kashmir, Kashmir Reader, Kashmir Vision, Kashmir Observer and blogs for Open Democracy UK, Kashmir Dispatch, The Kashmir Walla and Counter Currents. Have done interviews related to my writing journey with Big 92.7 FM, All India Radio, Red FM, Zee Salam, & Gulistan News 24x7.

## TRAVEL EXPERIENCE

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Canada - Toronto, Niagara Falls, Ontario

United Arab Emirates - Dubai, Abu Dhabi, Sharjah, Ajman

United Kingdom - London, Manchester, Cambridge, Bedfordshire, Hertfordshire, Surrey

## INTERESTS

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Writing

Qualitative research

Reading fiction and non-fiction

Music - electronic dance music, rock and rap

DSLR photography

PS4 gaming

Hollywood movies - action, thriller and Western soap operas

Watching international football and cricket



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### COVER LETTER

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**Dear Hiring Manager,**

I have become intrigued by the opportunities your company has been giving to skilled professionals. For this reason, I want to avail an opportunity in discussing my credentials with you.

I am a dynamic and enthusiastic individual who is a natural leader, completely career focused, organised, and capable of balancing daily duties and has ability to drive any business forward. I can lead by example and have a clear and concise approach to work related issues.

After analyzing my skillsets, experience and education level, I believe my experience closely matches the goals, outlook and values of your company.

My education background in international business and learned work experience will be of profound use to your company.

I believe that I fulfill all requirements for the role at your reputed corporate.

Your company can benefit from my problem solving techniques, cutting edge research, hard working approach and through my action plans. I can bring value, results, efficiency and profitability.

I would be highly grateful if you could give me a chance to explain how you could benefit by increasing your operations by my experience.

I will be contacting your office, but if you have any questions, you can contact me as per given details.

**Sincerely,**  
**Naveed Qazi**