

ADEEL SHEHZAD HAMEED
236 GROVE LANE, HANDSWORTH, BIRMINGHAM, B20 2EY
TEL: 07826919398 / 0121-572-6786
EMAIL: dougsy28@hotmail.com

PERSONAL PROFILE

I consider myself to be a dynamic individual and possess the ability to work both as part of a team and am equally capable of working on my own initiative. I am a friendly and approachable individual and can communicate with people at all levels and respect confidentiality.

I possess a good sense of humour and am always willing to learn new skills to build a career within a progressive forward thinking company.

My vast work experience has allowed me to learn new skills including customer service. I like to take my work very seriously and am very passionate about settling into a career which will allow me to apply skills I have learnt in previous roles.

PROFESSIONAL EXPERIENCE

July 4th 2011 – July 8th 2011 – THE GADGET SHOW

Main duties involved researching new technology hitting the market and testing new gadgets which were being sent to the production office. I was also involved in two shoots where I worked closely with the director and sound crew.

January 2011 – April 2011 – NATIONAL HEALTH SERVICE

Working at the Birmingham Dental Hospital my duties involved preparing patient records in time for their appointments. Other duties included general administration work such as filing, answering phone calls and liaising with staff and patients on a daily basis.

July 2010 – December 2010 – NATIONAL HEALTH SERVICE – COMMUNICATIONS

Working in communications for the NHS my main role was to edit content for the South Birmingham PCT website using online software called Umbraco, as well as editing video content. I was also giving technical support to members of staff who may have had issues with the website or wished to upload content. Other duties involve answering phone calls, supporting staff with putting together events and creating leaflets, posters, and banners.

September 2008 – July 2010 - NATIONAL HEALTH SERVICE – BIRMINGHAM DENTAL

My main duties at the dental hospital were to input patient data from the old Medax system into the new i.PM system in time for its launch in 2009. This was a target driven project and we were required to enter a certain number of patient details into the new system every day. Once the new system was implemented I was given the task of training staff members on how to use the system.

October 2008 – June 2009 – SETANTA SPORTS (freelance)

I worked as a runner and match day researcher for Setanta Sports at different football grounds around the country on a freelance basis. I was asked to work with the various crews and to assist them. I also carried out research on match days in regards to the teams that were playing that day. My post came to an end as the company went into administration.

November 2006 – February 2007 - ROYAL BANK OF SCOTLAND, BIRMINGHAM

My role at the Royal Bank of Scotland was that of a cheques processor, entering data from incoming cheques and making sure that they were cleared. Other duties involved taking phone calls, filing, post and general admin duties.

VOLUNTARY EXPERIENCE

March 5th 2007 – March 19th 2007 - FLAME TV, LONDON

At Flame TV I was given the role of a researcher. I worked on a BBC daytime show called '*Don't Get Done, Get Dom*'. This was a two week placement in London and my duties included making phone calls to contributors, replying to e-mails, and researching stories in newspapers and the internet regarding customer complaints.

August 7th 2006 – September 8th 2006

BBC – WHITE CITY LONDON (CRIMEWATCH PRODUCTION TEAM)

I worked as a researcher and runner for *Crimewatch* at White City in London. The role included making phone calls to contributors, researching news stories from the internet, newspapers, and magazines. I was also a runner and was given the responsibility of going out and buying props within a budget for reconstruction shoots. I was involved in reconstruction shoots at Kilburn Prison and a two day shoot in Bournemouth. I also worked on the live studio show with Fiona Bruce and Nick Ross. I gained a lot of experience and knowledge at the BBC and this in turn gave me an excellent insight into television production.

EDUCATION HISTORY:

2010-2010

SPORTS JOURNALISM – SPORTSBEAT

A two day course based in Wimbledon learning about sports journalism and how to compile match reports

2006-2006

TOP TV ACADEMY

A two day course based in London learning about TV production

2003 - 2006

COVENTRY UNIVERSITY – COVENTRY

Communications Culture and Media BA (Hons) 2:2

2001 – 2003

JOSIAH MASON COLLEGE –BIRMINGHAM

Computing (ICT): C C

1996 – 2001

HOLYHEAD SCHOOL – HANDSWORTH – BIRMINGHAM

6 G.C.S.E'S from A-C including Maths and English

KNOWLEDGE AND SKILLS

I am very computer literate and I have experience in using Microsoft Office packages, Adobe Premier and Umbraco. I also possess excellent typing ability. I have excellent verbal and written communication skills and I am a fluent speaker of 4 languages in English, Urdu, Hindi and Punjabi. I am very ambitious and I take my work very seriously. I have a passion to do well in life and I believe this is important to help me progress in the professional world.

In my free time, I enjoy taking part in sports and play for West Bromwich Dartmouth Cricket club. I also enjoy playing football and snooker. Other hobbies include listening to music, editing videos, writing, and reading books.

REFERENCES

Martyn Lee - Senior Lecturer, Coventry University, Priory Street, Coventry, CV15FB, Tel: (0)24 7688 7688

Chris O'Donnell – Supervisor, BBC Crimewatch, Room 5127 White City, 201 Wood Lane, London, W12 7TS, Tel: 0208 752 4557

Lawrence Burton – Team Manager, Royal Bank of Scotland, Cheque Centre Birmingham, 6 Brindley Place, Birmingham, B12 UU, Tel: 0121 566 0190