

KHALID SAEED

BUSINESS PROFESSIONAL | MEDIA | COMMUNICATIONS | JOURNALISM

PROFESSIONAL SUMMARY

With over 5+ years of experience in corporate and entrepreneurial environments, I am an authentic, energetic and caring professional, with experience in business communications, content creation, journalism, administration, and management.

Throughout my career I have a proven track record of success and consistency. My true passion lies in researching and pursuing stories, writing copy, meeting all deadlines, and producing energizing content that can induce audience attention and invigorate participation and interest in current affairs.

As an individual, I am incredibly adaptable and resourceful in my approach. These problem-solving skills have allowed me to understand organizations' unique and proprietary needs while tailoring my plan to make sure every end goal and deadline are achieved.

CORE SKILLS

- Journalism
- Media Communications
- Research
- Public Relations
- Copy writing
- Content Creation
- Networking
- Administration
- Creativity

EDUCATION

- Silverdale Secondary School – 5 GCSE's A-C
- BTEC business Level 2 – PPP

CONTACT INFORMATION

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EMPLOYMENT HISTORY

Human Resources & Communications Manager

Ecosave | 2012 - Present

- Oversee administrative functions such as processing occupational health referrals, managing house keeping activities, monitoring inboxes and phone calls, and developing new policies and procedures.
- Serve as the first point of contact for all business and employee issues ensuring pathways of communication and collaboration are maintained in the best interest of both all parties.
- Support employee engagement efforts by taking into consideration feedback received through a variety of sources, including employee surveys, and make recommendations for changes, enhancements, and solutions.
- Conduct data audits to ensure accuracy, data integrity; providing analysis interpretation and potential solutions for data, process or system concerns.
- Lead data analysis in support of the development and maintenance of competitive programs and policies
- Develop and edit, high-quality documents including press releases, research reports, industry studies, research and methodologies, in a timely manner
- Provide day-to-day leadership to content team to deliver compelling content that delivers value to target audiences.
- Establish editorial direction and oversee brand voice for consistency across platforms and products

Sales Associate

River Island | 2010 - 2012

- Maintain comprehensive product knowledge, provided customer solutions, and handled administrative tasks including reports, correspondence, expenses, and inventory-related activities.
- Continually achieve sales goals, and partnered with management to set growth oriented targets.
- Utilize client-focused sales expertise and natural problem-solving skills to maximize each client interaction.
- Contribute to creating meaningful and memorable client experiences to drive client satisfaction and loyalty.
- Utilize business software applications to prepare correspondence, reports, presentations and perform data entry

ADDITIONAL EXPERIENCE

Unanimous Boxing

YouTube | Present

Boxing has been an underlying passion of mine from a young age. I have combined my passion for the sport and journalism which has allowed me to grow my personal YouTube channel

- Interview and provide media releases for high profile boxers like Billy Joe Saunders, Kid Galahad, Johnny Nelson, Kell Brook and Dominic Ingle.
- Develop targeted, audience-driven content and programming to contribute to the growth of online communities.
- Establish solid relationships with partners to encourage content integration and optimize reader experiences.