

Syed Sajid Abbas

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PERSONAL STATEMENT

As an MSc graduate with a Merit in Politics Philosophy and Management, I am looking to utilise my excellent communication, organisational and administrative skills to break into the publishing industry. My meticulous attention to detail, strong written and verbal abilities, as well as my previous experience will prepare me for a role in this exciting and challenging industry.

EDUCATION

September 2016 – November 2017

MSc Politics Philosophy and Management (Merit)
Lancaster University

Dissertation:

- Historical analysis of the English East India Company and British industrialisation
- Involved intensive independent research, strong organisational skills, and the ability to self-motivate
- Achieved distinction

September 2013 – June 2016

BA Economics and International Relations (2:1)
Lancaster University

Optional Dissertation:

- Involved intensive independent research, strong organisational skills, and the ability to self-motivate
- Achieved distinction

TECHNICAL SKILLS

Proficient in:

- **Microsoft Office**

Intermediate level:

- **HTML & CSS** (self-taught)

RELEVANT WORK EXPERIENCE

September 2018 – December 2020

SOAS University of London, Graduate Researcher

Conducted independent research in the Politics and International Studies department under academic supervision.

- Developed strong research and organisational skills
- Conducted focused archival research
- Summarised research findings in literature reviews and reports
- Worked in close collaboration with academic supervisors

September 2020 – December 2020

SOAS University of London, Graduate Teaching Assistant

- Oversaw classes of up to 12 postgraduate students in International Relations
- Maintained atmosphere of academic learning and advancement to facilitate learning and development of critical thinking skills
- Checked assignments and provided grades according to university standards
- Prepared tutorials designed for postgraduate students with an advanced understanding of the subject
- Performed administrative tasks such as marking coursework, tracking and maintaining attendance records, and responding to student queries via email and office hours
- Increased student satisfaction by resolving coursework queries and creating an enjoyable learning environment

September 2019 – April 2020

SOAS University of London, Graduate Teaching Assistant

- Oversaw classes of up to 15 undergraduate students in International Political Economy
- Maintained atmosphere of academic learning and advancement to facilitate learning and development of critical thinking skills
- Increased student satisfaction by resolving coursework queries and creating an enjoyable learning environment

OTHER EXPERIENCE

February 2019 – October 2019

Waffle Genie, Customer Service Associate, London

- Opened and closed store independently when needed
- Answered questions about store policies and concerns to support positive customer experiences
- Kept kitchen and dining areas clean, tidy, and professional in appearance to maximize worker efficiency and promote customer engagement
- Educated customers on promotions to enhance sales

October 2017 – September 2018

Hardy & Company, Administrative Assistant, London

Administrative assistant at a London-based accounting office

- Performed general office duties, including answering multi-line phone system, routing calls, delivering messages to staff, and greeting visitors
- Supported team by providing general administrative support as well as ad hoc support for tasks such as data entry, bank reconciliation etc.

SKILLS

- Team player
- Excellent time management and organisational skills, capable of multi-tasking and balancing competing deadlines
- Strong research skills
- Quick learner, willing and eager to undertake additional professional development

POSITIONS OF RESPONSIBILITY

2020 – Ongoing

SOAS Spirit, Copyeditor, London

- Edited and proofread student-submitted articles for the paper, ensuring that all articles adhere to house style and guidelines
- Worked as part of a team, which requires close collaboration to meet tight deadlines and ensure the paper is ready for publication on time

2016 – 2017

SCAN, Features Editor, Lancaster

- Commissioned articles from students for my section of the paper
- Developed regular columns and recruited students to write for those regularly
- Edited and proofread student-submitted articles for the paper, ensuring that all articles adhere to house style and guidelines
- Worked as part of a team, which requires close collaboration to meet tight deadlines and ensure the paper is ready for publication on time

2016 – 2017

Richardson Institute, Researcher, Lancaster

- Worked as part of a team to conduct focused qualitative research for the Institute of Strategic Dialogue (a London-based think-tank) as part of the Richardson Institute internship programme at Lancaster University
- Presented findings at a public conference organised by the Richardson Institute
- Received commendation for research report and presentation

INTERESTS

- I enjoy reading – particularly sci-fi and speculative fiction as it often discusses social issues in interesting ways.
- I also like cycling, as it is a fun way to keep fit and see new parts of the city
- I have an interest in politics and history, and often carry out my own research on topics I find interesting – including online archival research
- I am also interested in technology, particularly IT – I'm currently learning Javascript, and have a working knowledge of HTML and CSS

References available upon request