

Az Mumin

Rochester, Kent

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Personal Profile

An enthusiastic and motivated individual who is looking to build and develop a career in social media and digital marketing. Excellent creative skills allied to an ability to think through and understand audience needs means an ability to bring forward ideas and concepts that are impactful and responsive. Possessing a positive outlook, and excellent writing skills, with a varied working background. Able to self-manage, administer, and deliver activities on their own and with others, and keen to learn and develop.

Education & Training

- Web Development Bootcamp, Institute of Coding/Bath University, Nov 21 - Feb 22 (online)
- 5-Day Coding Challenge, Coding Institute, Dec 2021 (online)
- Creative Writing Diploma, University of Kent, 2019 - 2020
- University of Westminster, BA (Hons) Business Studies, 1991 - 1995
- London Guildhall University, Chartered Institute of Marketing Diploma, 1998 - 1999

Core Skills and Abilities

- Excellent written and spoken communication skills
- Able to use a range of ICT packages - word processing, email, spreadsheets, databases etc.
- Able to respond to customer needs, deal with issues, and achieve outcomes
- Able to work with others and on their own initiative
- Able to work in various business areas - sales, customer service, business development, administration etc.
- Able to take on activities from scratch and deliver through research, planning, and reporting etc.
- Able to maintain standards

Recent Work Experience

Self Employed, Pareto Publishing and Media, Jan 2019 - Jun 2021

A self-employed role in the production and distribution of a free magazine for the local area. The role involved a period of research and start-up before a period of trading that was affected by the pandemic. Some of the key tasks and responsibilities included:

- Conceiving the design, layout, and title of the magazine and getting this produced for publication and presentation
- Establishing the distribution of the magazine and matching this to the number of copies printed
- Writing content for the magazine and planning a schedule of items for future issues
- Contacting advertisers and getting them to advertise for the magazine to be produced and printed

Volunteer Community Reporter, Medway Messenger Newspaper, Nov 2018 - Mar 2020

A volunteer role as a Community Reporter for the Community News section of a local newspaper. The purpose of the role was to act as a finder and broadcaster of community news and what was going on in the local area and some of the key tasks and responsibilities included:

- Being aware of and taking notice of any new activities in the local area and following these up to write about them
- Contacting local organisations and businesses and interviewing them for any news about their business or organisation
- Writing items to a set number of words and submitting these to strict deadlines using an online portal system

Other Work Experience

In Construction and Property (2011 - 2018)

- in roles such as Estimating Administrator, Projects Surveyor and Estimator, and Estate Management Officer

As Self-Employed (2006 - 2011)

- in businesses such as Removals, Delivery, and Collection, and Maintenance and Handyman services

In Voluntary & Community Sector (2001 - 2006)

- in roles such as Business Advisor and Mentor, Fundraising Advisor, and Social Entrepreneur

In Sales & Marketing (1996 - 2001)

- in roles such as Telesales Advisor, Group & Corporate Sales Executive, and Marketing Officer

Hobbies and Interests

A keen interest in reading, such as history and literature. Enjoying leisure and cultural activities such as going to the theatre. Relaxing doing practical activities such as gardening, playing sports, and keeping fit.

Additional Information

- Full UK driving licence
- Available to start immediately
- References available on request