**Personal Statement:**

An ambitious and compassionate individual with natural leadership qualities however still able to work well within a team structure. Self-motivated whilst being able to motivate others. Radiate positivity and creativity within my work environment. Over the years I have gained professional experience across a range of fields from social media, humanitarian aid work and teaching to content production. A multi-skilled quick learner who can adapt to working in different environments and has worked on national and international projects. Always keen to develop new skills and discover new means of engaging with audiences and stakeholders. An avid traveller so attempting to visit 30 countries before turning 30 and writing about this in my travel and lifestyle blog. Fluent in Hindi and Urdu. Immersed in popular culture and new hubs of entertainment therefore fully aware and across the importance of social media platforms and their footing in the current digital landscape.

A deep interest in world affairs and humanitarianism thus much of my time is spent volunteering for different charities. This has led to travelling abroad numerous times in order to plan, deliver and manage projects which involve the distribution of aid. I’ve been part of several livelihood and environmental sustainability projects in Tanzania, Malawi and Jordan which involved fundraising over £30,000, critically analysing problems facing the area, finding innovative yet cost-effective solutions and implementing them. Volunteering ranges from tackling local homelessness, organising events, making phonecalls to international aid delivery.

**Education:**

**University of Wolverhampton**

**Sept 2010 – June 2014**

BA (Hons) in History and Politics (2:1)

**Honours and awards:**

* ReelWorld Radio Academy's 30 Under 30, 2015, ReelWorld Radio Academy
* BBC Radio Award - Best Initiative for Reaching New Audiences, 2015, BBC
* Currently on the Under-35 BBC Radio Advisory Board

**Courses**

* Creative leadership programme
* BBC internal courses: health and safety, SEO, child protection, cyber security, safe and legal, BBC editorial policy and social media, emergency first aid, personal effectiveness, media law, video journalism (foundation), production safety.

**Work Experience:**

**Assistant producer –** *BBC Asian Network* April 2018 – Present Key responsibilities:

* Launching and developing fresh talent and producing new shows
* Planning and implementing creative briefs and generating new ideas
* Identifying and securing contributors
* Forward planning for pan-station priorities
* Editorial

 **Digital content producer —** *BBC Academy*

 June 2016 – April 2018

A multi -dimensional digital role focused on inspiring and training BBC staff by creating new ways of learning through the Academy's digital platforms.

 Key responsibilities:

* Developing new content ideas
* Creating engaging social learning and manage social platforms
* Delivering, producing and managing projects on time and to budget
* Producing and presenting podcasts and e-learning modules
* Working with stakeholders and people within the business
* Digital, audio and video production
* Instructional and learning design
* Utilise software like gomo and Final Cut Pro

**Producer*— BBC Asian Network***

Jan 2015 to Nov 2016

 A multi-skilled role rooted in practical radio production.

* Studio production and technical operation
* Prepare editorial content
* Launch and produce a brand-new presenter in the weekend breakfast slot
* Conceptualise programmes
* Talent management and acute knowledge of listener needs and interests
* Effectively lead a creative and productive team
* Audio, online and interactive production work
* Create bespoke content for social media

 **Assistant p** **roducer/Broadcast assistant *— BBC Asian Network***

 Dec 2010 to Jan 2015

Assist in the preparation and production on a range of programmes including mid-morning, daytime, late night and specialist music/language.

Key responsibilities:

* Research, organisation and planning features for the programme
* Artist liaison
* Screening calls emails and other communications

**References**

* Deena Chohan, Editor, BBC Asian Network, DeenaNarshi.Chohan@bbc.co.uk
* Akhtar Miah, Trustee, Hope for Humanity, info@hopeforhumanity.co.uk