

ZHAKI ABDULLAH

zhakiabdullah.com | zhaki.abdullah@gmail.com

PROFESSIONAL EXPERIENCE

Freelance Writer

2007 to Present

- Writing and editing of articles for online and print magazines, including Furniture and Furnishing Export, Muzlimbuzz and Ramadan.sg

Nanyang Technological University, Energy Research Institute @ NTU (ERI@N)

Executive, Administration & Events

March 2012 to Present

- Event coordinator, leading team of 4, providing support for seminars, workshops, visits, signings and other events. Responsibilities include planning, administrative and logistics support, liaising with vendors, arranging accomodation, transport, and meals for delegates. Events supported include:
 - April 2012 - Sustainable Cities Workshop, attended by more than 100 guests and jointly organised with the Austrian Institute of Technology (AIT), held in conjunction with an official visit to NTU by the Mayor of Vienna Mr. Michael Häupl and a Memorandum of Understanding signing between NTU, AIT and the Building and Construction Authority (BCA)
 - September 2012 - Official opening of the Toshiba-NTU Green Data Centre, under the Infocomm Development Authority's (IDA) Green Data Centre Challenge
 - November 2012 - Offshore Renewable Energy Conference 2012, attended by more than 200 local and overseas speakers and guests
- Collating, writing, and editing content for ERI@N website, press releases, research reports and other materials, including the Annual Report 2011, Research Report 2012 and Operations Handbook
- Providing general administrative support to programme managers and researchers

Mendaki Social Enterprise Network Singapore (SENSE) Pte Ltd

Business Development Executive

May 2009 to February 2012

- Responsible for logistics, administration, emceeding of workshops/seminars, and marketing of courses for outreach events
- Introduced and implemented SMS service as a marketing tool to update clients on upcoming events
- Administrator for customer relationship management system to efficiently track client base
- Introduced standard operating procedures for customer service staff to ensure a high standard of service
- Copy-editing of promotional brochures and advertisements
- Liaising with printing companies and creative agencies to ensure quality of promotional materials
- Liaising with companies to conduct outreach talks to their employees
- Responsible for updating of social media channels, and responding to all queries and feedback

Management Development Institute of Singapore (MDIS)

Corporate Communications Executive (Temporary)

June 2008 to February 2009

- Writing and editing of articles for website and Horizons, the bimonthly MDIS magazine
- Copy-editing for all promotional and marketing material, including brochures and advertisements
- Liaising with the printing company and creative agencies to ensure quality and adherence of promotional materials to corporate identity guidelines
- Media monitoring through traditional and social media channels

EDUCATION

Bachelor of Arts (Hons) English

2003 to 2007

Goldsmiths College, University of London

- Graduated with Second Class Honours (Lower Division)
- Subjects taken include Approaches to Text, Post-Colonial Literature, Modern American Literature

GCE 'A' Levels

1999 to 2000

Yishun Junior College

- 2 A Level passes, 3 AO Level passes
- Secretary for English Language Drama and Debate Society
- Participant in Singapore Youth Festival Drama competition

GCE 'O' Levels

1995 to 1998

Temasek Secondary School

- 1 Distinction, 6 Credits
- Member of Speech & Drama Club

VOLUNTEER WORK

Projek TigaPe Group

Webmaster, Publicity Head, Member

2004 to 2007

- Participated in expedition to Medan, Indonesia under Singapore International Foundation (SIF) and Youth Expedition Projects (YEP) in December 2004, planning for proposed expedition to Aceh in 2007
- Responsibilities include planning and executing fundraising activities prior to expedition; refurbishment of facilities at local school and teaching of basic English, IT, hygiene and reproductive health to students; design and maintenance of group website, spearheading public relations efforts to increase publicity for the group, and co-designing donation pledge cards

Association of Muslim Professionals (AMP)

Event Volunteer

2008 to present

- Event volunteer for events such as Learning Festival/ Ready for School distribution 2011 (manning educational booths, and distribution of school supplies to beneficiaries), Adopt a Family and Youth Scheme (AFYS) mid-year retreat 2010 (supervising activities for teens under the AFYS scheme), AFYS school holiday programme 2009 (supervising children's activities)

Action for Aids (AFA)

Event Volunteer

2010

- Volunteer for Fiesta Famili 2010 for AMPUH, an initiative under AFA to spread awareness of HIV/AIDS to the Malay-Muslim community, educating members of the public on sexual health issues

SimplyIslam

Event Volunteer

2010

- Volunteer for Ramadan Charity Basket 2010, distributing food to the families of needy kidney patients under the Muslim Kidney Association (MKAC)

SKILLS AND ABILITIES

IT Skills

- Microsoft Office (Word, Excel, Powerpoint, Outlook)
- Adobe Creative Suite (Photoshop, InDesign)

Languages

- English (Written; Fluent) (Spoken; Fluent)
- Malay (Written; Fluent) (Spoken; Fluent)