

Curriculum Vitae

Mohammed Nawaf

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CAREER OBJECTIVE

To be a part of an industry which will allow me to apply my knowledge and skills for the growth of the organization and enhance my professional growth for further career advancement.

Confident and honest individual with a positive attitude. Excellent interpersonal skills with the ability to work within a team environment. Self-motivating individual who enjoys working in a fast-paced work environment.

EMPLOYMENT HISTORY

Apr 18 - Present



KNCD The Kuwait National Cultural District comprises Jaber Al-Ahmad Cultural Centre, Al-Shaheed Park Museums Abdullah Al Salem Cultural Centre and Al Salam Palace

Designation: - Audio Visual & Theater Stage Lighting Specialist Tech

KEY RESPONSIBILITIES

- Responsible for proactively managing project documentation.
- Maintenance for electronics and audio-visual devices such as USB extenders, touch screens, HDMI extenders, network devices etc.
- Communicate and liaise with the hierarchy of our client.
- Review and maintain technical documentation

- Engage with external and internal clients to ensure the successful delivery of events involving audio visual equipment for commercial and non-commercial venue hire bookings at Sydney Living Museums' properties and sites.
- Ensuring the effective running of the hourly programme of the Big Picture A/V presentations, including daily monitoring of the programme and equipment. Initiating and making appropriate repairs & reporting any faults to the Technical Manager.
- To follow a start-up and/or shut down procedures & morning maintenance for all the gallery spaces and other areas to ensure the consistent smooth operation of the public offer.
- Making regular inspections of the gallery spaces and equipment, updating and maintaining written & electronic records & liaising with internal & external contractors where required.
- To contribute to & follow event sheets, job sheets and schedules, ensuring deadlines are met and showing initiative where required.
- To assist the exhibitions department in all aspects of collection care and disaster recovery.
- Assisting the Exhibitions Manager & Technical Manager in the preparation, production and installation of special exhibitions. In conjunction with the Exhibitions Manager and other members of the exhibition team.
- Research & procurement of exhibition AV equipment
- Configuring and repairs any damage and mal function interactive touch screen panels in each museum attraction.
- Lighting designer and programmer in block H Theater during rented events program.
- Assigned and responsible for any preventive and corrective maintenance in planetarium and science museum attraction, including start of the day, end of the day checklist.
- Attends meeting for every upcoming events and acts as a support to the Managers
- Responsible and delivering best qualities result in any kinds of school events program aspects lights and audio

Oct 17- Apr 18

SI Electrical Ltd (UK) Specialist in Museums, Visitor Centers interior fit-outs and refurbishments



Designation: - Document Controller

KEY RESPONSIBILITIES

- Coordination between our client's technical representatives and other SI Electrical personnel to ensure that our customer requirements are met and exceeded.

- Responsible for proactively managing document control processes on site, including logging tracking and filing of project documentation.
- Co-ordinating with the Clients Site Team to obtain timely approvals and sign off for drawings
- Liaising with and assisting the UK based Contracts Administrator to collate all the information required to achieve Project Handover.
- Deliveries - Receiving and checking deliveries made to site. Ensuring correct the correct quantities have been delivered and are not damaged.
- Assisting the Contracts Managers with all administration duties on site.
- Communicate and liaise with the hierarchy of our client.
- Reviewed and maintained technical documentation.

KEY ACHIEVEMENTS

- Produced labour tracker to help maintain accurate staffing levels.
- Prepared Checklist to receive payments.
- Maintained the flow of documentation within the organization.
- Filed documents in physical and digital records.
- Distributed project related copies to internal teams.

Oct 16 - Apr 17

I Supply (KWT) Specialist in comprehensive and wide range of office stationary and cartridges supplies.

Designation: - Coordinator

KEY RESPONSIBILITES

- Enhanced product knowledge utilizing limited resources.
- Kept clientele informed by notifying them of preferred customer sales and future merchandise of potential interest.
- Handled cash, checks, and credit card transactions.
- Engage in superior customer service by making information readily available.
- Scheduled appointments and meetings as necessary.
- Documents sale by creating or updating customer profile record.

KEY ACHIEVEMENTS

- Offered customers with exemplary and timely service.
- Demonstrated products and services as deemed necessary by clients and management
- Found ways to sell products in the face of a down market.

- Created a plan for gaining customers and then retaining them based on warranties or guarantees.
- Answered questions from clients.
- Analyzed and created a plan for engaging the target market.
- Persisted in sales even in the face of failure.
- Researched client base to find new types of customers and sells to them accordingly.

May 16 – Oct 16

Hoshanco (KWT) Hoshanco Stationery & Office Supplies is one of the biggest Retail trades in Kuwait



Designation: - Merchandiser

KEY RESPONSIBILITIES

- Determines call schedule by reviewing priorities with supervisor; discussing special instructions, product promotions, new products, and price changes.
- Maintains customer relationships by visiting with store managers, department managers, and employees; Answering their questions; responding to special requests; describing product features.

KEY ACHIEVEMENTS

- Completes call report by observing display and pricing of competitors' products.
- Enhances merchandising and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Produced supermarket sales by providing point of purchase and shelf management services.

Jun 14 – Oct 14

Urban Touch (INDIA) urban touch is a menswear casual Apparel brand



Designation: - Team Leader Sales

KEY RESPONSIBILITIES

- Provide Customer service to assistance to managers in a timely manner
- Provided billing
- Opened and closed cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.
- Computed sales prices, total purchases and receive and process cash or credit payment.
- Maintained records related to sales.
- Checked whether Clean shelves, counters, and tables

KEY ACHIEVEMENTS

- Participated in sales promotion for the store
- Assisted the inventory manager with daily inventory counts
- Greeted customers and ascertain what each customer wants or needs
- Watched for and recognize security risks and thefts and know how to prevent or handle these situations.
- Placed special orders or called other stores to find desired items.
- Checked whether Clean shelves, counters, and tables

EDUCATIONAL QUALIFICATIONS

- Awaiting Certificate for BBA degree in IEC University Baddi, Himachal Pradesh Completed Course 2018.
- Diploma in Arabian Gulf Package (DAGP) – Eyeball Computer Education, Bank road Kannur -2015
- Diploma in Airport Management & Diploma in Cabin Crew Management - Airocis college of Aviation and Management studies Kannur-2014
- On the job training of CRS (Amadeus & Galileo)
- Board of Secondary Education, Madhya Bharath, Gwalior (M.P), Future plus education, Kasaragod, Kerala 2013
- High school, Thunchathacharya Vidyalayam Kannur, under central board of secondary 2009

CERTIFICATION & LICENSES





- EF SET (Standard English Test) Course **Jan 2020**
- Personal Protective Equipment Awareness Course **Jan 2020**
- Working at Height Safety Induction Certification **Jan 2020**
- The Safety Data Sheet Awareness Certification™ **Jan 2020**
- (ETC Console) Essential for Cobalt Family Software v7.2, **Dec 2019**
- Ampertronic Online Equality of Access for People with Hearing Loss **Dec 2019**
- Barco Online Installing X series tiles in front accessible system **Nov 2019**
- Barco Online Ledx-RA Installation **Nov 2019**
- Barco Online Certified Specialist UDX & HDX 4K Series V1.4. **Nov 2019.**
- Barco Online High Brightness Safety **Nov 2019.**
- Extron Control Specialist Online Certification, **March 2019**
- Extron AV Associate Online Certification **January 2019**

SOFTWARE SKILLS:

- Paragon Software for windows to rebuild the system by using Backup system.
- Light Software ETC Level 1 Cobalt, Martin PC,
- 7th Sense Software to Convert File
- Vmix Live Video Production Mixing Software
- Team Viewer for remote control accessing into all control Pc and get into individual pc in the Gallery's in Museum
- VNC (Virtual Network Computing) graphical desk system to use the Remote frame Buffer Protocol RFB to remotely control another computer.
- Basic Pharos Lighting Software using network
- Video Preparation Tool for dome planetarium video;
- BrightSign for automatic and interactive playback of different content on several areas of a display.
- Uniview, a visualization software for planetariums. The software makes it possible to move spatially in the known universe and to demonstrate astronomical effects.

- Microsoft Teams is cloud-based team collaboration software. The core capabilities in Microsoft Teams include business messaging, calling, video meetings and file sharing

COMPUTER SKILLS:

- A Duddle A site - Document Management
- Microsoft Office Package (MS Word, MS Excel, MS PowerPoint)
- Operating Systems (Windows XP, Vista, Windows 7 & 8)
- Amadeus and Galileo (Global Distribution System)

LANGUAGE SKILLS:

Fluently - English, Malayalam, Hindi, Urdu, Tamil

Competent - Arabic

REFERENCE:

Name	Designation	Contact Details	Email id
Dave Grant	Project Manager	+44 7931057872	dave.grant@live.co.uk
Tony Hunt	Site Manager	+44 7833974002	Tony@si-electrical.com
Stacey Hodder	Contracts QS	+44 7540940058	Stacey@si-electrical.com

DECLARATION:

I hereby declare that the above-mentioned details are to the best of my knowledge and I shall be grateful if you give me a chance to be interviewed.

MOHAMMED NAWAF