

# RAUL NASIB MOHAMMED

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## Skills

- Strategic and analytical thinker with history in planning, developing and implementing plans to achieve defined goals
- Proven ability in providing excellent customer service with the ability to network, negotiate and maintain professional relationships
- Experience in recruiting, developing, coaching and managing staff and cross functional teams
- Ability to develop focused marketing and sales plans and implement and evaluate same
- Experience with preparing department budgets and management reports

## Professional Experience

### The University of Trinidad and Tobago

2002 to Aug 2019

#### Manager, Career Development

2008 – 2019

- Overall responsibility for the management and operations of the Career Development Unit
  - Managed, supervised, coached and conducted performance assessments of staff
  - Established and maintained relationships with industry and government entities
  - Marketed and promoted University projects, graduates and programs
  - Negotiated with private sector for funding and partnerships for the University and devise innovative revenue enhancing opportunities
  - Planned, coordinated and managed the execution of projects such as job fairs, industry feedback workshops and other industry seminars
  - Approved department process documents and monthly reports for management submission and assists with document preparation for the University
  - Developed marketing plans for student recruitment; increased enrolment by at least 70% during period
  - Undertook special assignments, projects and related responsibilities as directed

#### Selected Accomplishments

- Member of University Committees such as Tender Evaluations, OSHA, SIS Implementation, Accreditation
- Presented Paper on “*A Model of Career Guidance for Students: A Caribbean Perspective*”, Caribbean Tertiary Level Personnel Association (CTLPA) Conference, Tobago, March 2009
- Managed the launch of the UTT Alumni Association

### Assistant Vice President (Ag.), Student Support Services

Various Periods

- Overall responsibility for the management and operations of the Student Support Services department
  - Contributed to policy development, strategy formulation and implementation
  - Prepared monthly management reports and managed department budgets
  - Supervised, coordinated and conducted staff performance assessments
  - Undertook special assignments and projects as assigned by the University President

### Manager, Student Records Unit

2006 – 2007

- Overall responsibility for the management of the University's student records system
  - Managed, supervised and conducted performance assessments of staff
  - Implemented new record management policies and classification systems to meet administrative, financial and legal requirements

### Placement Officer

2002 – 2006

- Responsible for building and maintain industry relationships and database
  - Built database with over 400 external industry stakeholders
  - Developed and facilitated professional development workshops and performance monitoring strategies for students

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### **Lecturer**

**2002 – 2006**

- Responsible for course content delivery, assessments and evaluations in the areas of Technical Communication, Project Delivery, Microsoft Office, C++ Programming and Process Operations Computer Skills

### **Ernst & Young**

**2001 to 2002**

Senior Network Administrator

- Overall responsibility for the management and leadership of Network Administration
  - Manage all ICT security functions in accordance to global and regional policies
  - Managed network administration and the maintenance of networking components
  - Sourced and allocated hardware and software

### **Halliburton**

**1995 to 2001**

Senior Desktop Analyst

- Overall responsibility for the management of Trinidad's Information Technology
  - Managed ICT administration and supported Local (LAN) and Wide Area Networks (WAN)
  - Managed IT staff training process

### **Academic Qualifications**

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**MSc Marketing, 2009**

University of the West Indies

**Diploma in Strategic Planning of Information Systems, 2005**

University of Portsmouth

**Diploma in Management, 2003**

Henley Management University

**Bachelor of Science General: Specialization IT and Mathematics, 1992**

University of the West Indies