

RAUL NASIB MOHAMMED

343 Arena Road, Freeport | (868)-685-3887 | (868)-222-2971 | raulmohammed28@gmail.com

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

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