

# Nawar Alkhouri

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Dubai - UAE



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## CAREER OBJECTIVES

To be a part of a highly organized oriented group for the advancement of my knowledge and abilities in my chosen career and allow me to share that knowledge to guide, enhance and impart to the next generation of specialist in the field.

## QUALIFICATION

Presentable, confident and enthusiastic professional.

Self motivated and meticulous with exceptional interpersonal skills.

Highly motivated confident and quick learner new concept and skills.

Trustworthy, hardworking, efficient and highly organized individual and good communication skills.

Excellent customer service and public relation skills.

Proven ability to work in under pressured environment with less supervision.

Creative, innovative and willing to contribute ideas and professional opinion.

Ability to work independently and as part of a team.

## Work History

**Feb 2022 – present (freelancer)**

**Kalejina Production – Camera Operator**

- choosing, assembling and setting up equipment
- responsible for capturing and recording all aspects of a scene for interview
- planning, preparing and rehearsing scenes.
- following camera scripts.
- creatively framing and capturing action.
- responding quickly to directions.
- liaising with lighting and technical staff.
- working with other camera operators and assistants.

- Working with directors to determine all aspects of shots

**Jan - Dec 2022 (freelancer)**

**MBC Group {Almeerath} (series) - Location Manager**

**RESPONSIBILITIES/DUTIES :**

- Provide inspired leadership for the organization.
- Interdepartmental Collaboration
- Budget Preparation and Management
- Service Improvement Analysis
- Coordinating with the actors

**Dec - Jan 2021 (freelancer)**

**MBC Group {Almeerath –Mansour Wa Yassmin} (series) - 1<sup>ST</sup> Production Assistance**

**RESPONSIBILITIES/DUTIES :**

- Provided call sheets and other production paperwork to sets.
- Assisted in production public relations.
- Coordinated location extras and provided crowd control.
- Made sure the set or external location was kept clean.
- Responsible for food and production services.

**Apr - Jun 2021 (freelancer)**

**Platform Media Production {Studio 21} (series) - Accounting & Production Assistance**

**RESPONSIBILITIES/DUTIES :**

- Prepare monthly financial statements.
- Research and reconcile all discrepancies.
- Auditing and verifying documents.
- Assisted in production public relations.
- Coordinated location extras and provided crowd control.

**Jan - Mar 2021 (freelancer)**

**Platform Media Production {Barcode} (series) - Production Assistance**

**RESPONSIBILITIES/DUTIES :**

- Provided call sheets and other production paperwork to sets.
- Assisted in production public relations.
- Coordinated location extras and provided crowd control.
- Made sure the set or external location was kept clean.

- Responsible for food and production services.

**Feb - Apr 2018 (freelancer)**

**Yara Media {awad Aban An jed} (series) - Production Assistance**

**RESPONSIBILITIES/DUTIES :**

- Provided call sheets and other production paperwork to sets.
- Made sure the set or external location was kept clean.
- Responsible for food and production services

**Feb 2016 / Jan 2020**

**Al-Hareb Group - Operation Manager - «Dubai, UAE»**

**RESPONSIBILITIES/DUTIES :**

- Provide inspired leadership for the organization.
- Make important policy, planning, and strategy decisions.
- Develop, implement and review operational policies and procedures.
- Assist HR with recruiting when necessary.
- Help promote a company culture that encourages top performance and high morale.
- Oversee budgeting, reporting, planning, and auditing.
- Work with senior stakeholders.
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Work with the board of directors to determine values and mission, and plan for short and long-term goals.
- Identify and address problems and opportunities for the company.
- Build alliances and partnerships with other organizations.
- Support worker communication with the management team

**Aug 2014 / Feb 2016**

**Al-Hareb Group - Administrative Secretary - «Dubai, UAE»**

**RESPONSIBILITIES/DUTIES :**

- Coordinate office management activities to assist executives
- Managing and compile confidential documents
- Take and record minutes of the meeting
- Create and maintain a liaison between executives
- Compose letters and other correspondence
- Prepare meeting agendas and collect related material
- Review and proofread documents for executives' signatures

**Sep 2013 / Jun 2014**

**Ikaros General Trading - Senior Account - «Dubai, UAE»**

#### **RESPONSIBILITIES/DUTIES:**

- Prepare monthly financial statements
- Responsible for general ledger.
- Maintain bank accounts
- Review bank statements.
- Research and reconcile all discrepancies.
- Auditing and verifying documents.

**Sep 2011 / Sep 2013 :**

**Arabian Nights Restaurant & café - Manager - «Dubai, UAE»**

#### **RESPONSIBILITIES/DUTIES:**

- Manage and oversee the entire restaurant operation
- Deliver superior guest services
- Ensuring guest satisfaction
- Plan new and update existing menus
- Plan and develop the overall restaurant marketing strategy
- Respond efficiently to customer questions and complaints
- Organize and supervise shifts
- Manage and lead staff
- Training and evaluate staff performance
- Estimate consumption, forecast requirements and maintain inventory
- Manage restaurant supplies
- Control costs and minimize waste
- Nurture a positive working environment
- Monitor operations and initiate corrective actions
- Implement innovative strategies to improve productivity and sales

**Jul 2007 / Aug 2009 :**

**sales man @ United colors of Benetton «Damascus – Syria»**

#### **RESPONSIBILITIES/DUTIES:**

- Greeting customers who enter the shop
  - Assisting shoppers to find the goods and products they are looking for
  - Be involved in stock control and management
  - Receiving and storing the delivery of large amounts of stock
  - Keeping up to date with special promotions and putting up displays
- Followed up with customers after completed sales to assess satisfaction and resolve any technical or service concerns

#### **Education:**

First year of university / Business Administration 2010. (Damascus – Syria)

**Languages:**

Arabic: Native Language.

English: Good.

Spanish : Beginner

**Skills:**

- MS Office (word,Excel,Outlook,PowerPoint)
- Good skills in social network
- Win OS XP, 7,8,10 ...
- Al-Ameen Accountants Software
- (A+) certificate
- HP certificate ( IT for Business Success )
- UAE driving licence
- Golden visa holder