

**NAWAF**

**Email:** **nawaf.383455@2freemail.com**



**SUMMARY**

**I am an MBA (Master of Business Administration) in Project Management &**

**Graduate in Bachelor of Technology (Electronics and Telecommunication)**

**currently employed in the security systems industry with experience in large and landmark projects in the**

**Government Sector. Prior experience is in Project Management & Coordinating, Broadcasting, Networking (CCNA, MCP and MCSA) and Security systems (CCTV). Driven by results and being a self-motivated quick learner, I look forward to working in a challenging workplace that will enable me to achieve my maximum potential and be able to contribute to organizational success.**

**WORK EXPERIENCE**

**Project Coordinator|SecureTech LLC - Abu Dhabi, UAE March 2018 – Present**



**Direct Reporting to Head- PMO and Head – Security Systems.**

**Attending client meetings and assist with determination of project requirements.**

**Assisting the Project Manager in the drafting and issuance of project proposals, RFP's, tenders, budgets and preliminary schedules.**

**Keeping the Project Manager and others informed about project status and issues that may impact client relations.**

**Assisting the Project Manager in the review of Contractor quotations.**

**Preparing Project Charters, project organization and communication charts. Chair site meetings and distribute minutes to all project team members.**

**Implemented a system from precise Resource Allocation, Monitoring and Control to achieve maximum resource utilization and efficiency.**

**Tracking the progress and quality of work being performed by design disciplines/trades.**

**Employed project scheduling and control tools to monitor projects plans, work hours, budgets and expenditures effectively.**

**Effectively and accurately communicate relevant project information to the client and project team.**

**Monitor current projects and coordinates all team members involved to keep workflow on track. Review and respond to Contracts, Letters of Intent, Purchase Orders, etc.**

**Streamlined and Maintained the Contract Execution Tracking Log and Communication Logs Optimized and maintained the tracking and close out of contemplated change notices and**

**variation orders.**

**Implemented precise documentation procedures and document control. Facilitate in Project Close-Out and handover Documentation.**

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**Nawaf Parambil**

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**Technical Executive Broadcast|Rajya Sabha Television - Parliament of India September 2015 – August 2017**

**Managing broadcast equipment such as Ingest Controls, Automation Controls, Master Control Room equipment and operation of Router etc.**

**Manage and operate all equipment’s of video chain such as CCU, Router and Multiviewers. Setting up and monitoring video & audio links between units in different locations.**

**Analyzing and rectifying technical faults on equipment and systems. Ingesting broadcasting programs.**

**Responsibilities in TX, Ingest & MCR.**

**Ingest all available tapes, clips & check video/audio levels and quality. Maintain space in Play-out servers.**

**Operations and maintaining of PCR, MCR, CAR, Newsroom control systems, Play outs and Edit suites (Linear &Nonlinear).**

**Setting up of Multicamera consoles for indoor and outdoor programs and in special events, doing vision control & color matching for in house and outside broadcast productions.**

**Responsibilities include the remote/outdoor live telecasts for News and Programs using dedicated broadband lines, OFC networks or using DSNG vans.**

**Setting up and operating video switchers, audio mixers, talkback matrices, multi viewers for production and newsroom purposes.**

**Maintaining and operating video servers, networks, A/V routers and storage systems.**

**Co-ordinate and Tune Receivers for incoming feeds, news, Live Events, promos and commercials.**

**Routers and Switchers Control.**

**Record all incoming Feeds on video Servers and tape for delayed on air.**



**Project Engineer |C-Tech Technology Solution – India**

**December 2014 – August 2015**

**December 2008 – February 2011**

**Responsible for meeting and discussing with client on CCTV, Optical Fiber Cable and associated networking infrastructure for the project design.**

**Setting up initial procedures and systems for installing security systems & Networking. Project Planning and Budgeting.**

**Splicing and checking of optical fiber cables. Networking.**

**Site surveying.**

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**Junior Engineer (Broadcast & Networking) |Kairali TV – India April 2012 – November 2014**



**Technician (Broadcast & Networking) |Kairali TV – India March 2011 – March2012**

**Setting up and monitoring video & audio links between units in different locations. Analyzing and rectifying technical faults on equipment and systems.**

**Giving technical directions to other personnel during filming.**

**Setting up & operating equipment and transmission links during outside broadcasts.**

**Maintaining specialist equipment for video production, broadcast & satellite transmission and interactive media.**

**Coordinating Technicians of the team and other colleagues. Discuss production requirements with clients.**

**Report equipment problems and ensure that repairs are made.**

**Interpret and diagnose technical problems from a range of sources and to provide technical advice to technical and non-technical colleagues at all levels, where required to undertake operational duties.**

**Monitoring & Fault finding of DSNG and Fiber connectivity (all over India) Uplink and Downlink of our channels.**

**Active member of SNG team.**

**Adjust the fidelity, brightness, and contrast of video transmissions, using video console control panels.**

**Record broadcast programs.**

**Align antennae with dishes to ensure clearest signal for broadcast transmission. Maintain antennas and cables. Live transmission (DSNG).**

**Project works done in Kairali TV**

**Modification of DSNG vans.**

**Team member of new studio installation. Annual maintenance of DSNG vans.**

**Team member of many live events (Kerala assembly election, CPIM party congress, Thrissur Pooram, Kerala School Kalolsavam the biggest cultural event of Asia etc.)**

**EDUCATION**



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| --- | --- | --- | --- | --- |
|  | **Qualification** |  | **Institution / University** |  |
|  |  |  |  |  |
|  | **MBA – PROJECT MANAGEMENT** |  | **BHARATHIAR UNIVERSITY** |  |
|  |  |  |  |  |
|  | **B-TECH [ELECTRONICS & COMMUNICATION]** |  | **UNIVERSITY OF CALICUT** |  |
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**ACHIEVMENTS**

**Done a project on the topic ‘BIOMETRIC RECOGNITION SYSTEM’ at CNS department of Airport Authority of India, Calicut International Airport.**

**KNOWLEDGE, SKILLS AND QUALIFICATION**

**ASNT (American Society for Non Destructive Testing) Certified Level II QA/QC engineer (LPT, MPT, UT, and RT).**

**Diploma in Industrial automation and the ISA – CIAT Certified Training programme that includes Extension training on PLCs, MMI, SCADA, Drives and IEC Standards programming.**

**Participated in the workshop on Fire and Security conducted by Fire and security Association of India at Techno Park, Trivandrum.**

**Completed Training from RTTC Trivandrum [BSNL] on ‘GSM - CDMA, Wi-MAX and Wi-Fi’. Completed Training from Grey Technologies, Cochin on ‘Fundamentals of DSP’.**

**Cisco certified networking administrator [CCNA] Microsoft certified professional [MCP].**

**Microsoft certified system administrator [MSCA].**

**PERSONAL INFORMATION**

**Nationality: Indian**

**Current Location: Abu Dhabi, UAE**

**Date of Birth: 05 June 1985**

**Marital Status: Married**

**Driver’s License: UAE and INDIAN Driving License**

**Languages known: English, Hindi, Malayalam & Tamil**

**REFERENCE**

**Will be furnished upon request.**

**DECLARATION**

**I do hereby confirm that the above stated information is true to do the best of my knowledge and belief.**

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