

# Kammy Darweish

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## PERSONAL

D.O.B: 20th February 1964

I have been a professional actor since 1986, working from the fringes of theatre to the West End, as well as in a few high profile films and television dramas. The nature of the acting business (short-term) has necessitated developing other professional skills to sustain a reliable income

## EDUCATION

1983 - 1986 Arts Educational, London:

Three year Diploma in Drama

1981 -1983 Highbury College of Technology, London:

Two year Diploma in Drama & Costume

1976 - 1980 Priory School, Portsmouth:

C.S.E. grade 1: Drama, English, History

## EMPLOYMENT

**August 2008 – present** NPSA – Deputy Business & Facilities Manager

Duties include:

- day-to-day management of Facilities (Building), Reception, Security, Health & Safety Assessments, Hospitality and Maintenance
- supervision of 5 staff (permanent, temporary, external contract)
- responsible for all internal office moves
- member of Corporate Vision & Values project team
- Fire Marshall
- deputising for Facilities Manager in her absence

Reporting to: Finance Director & Facilities Manager

Five contract extensions and excellent references

**May 2008 – July 2008** Film, Theatre and Television

**October 2007 – April 2008** NPSA – Relocation Co-ordinator

Duties included:

- relocation of staff, office equipment and archives within offices
- inventory of IT equipment, re-organisation of off-site storage facilities
- aiding disposal of redundant IT equipment to third-party removers
- ad-hoc assistance to Facilities department as and when required

Six contract extensions and excellent references

**June 2004 – October 2007** EMAP Publications - Asst Facilities Manager  
Initially resourced via third party as temporary Post-room Manager, and then contracted directly by EMAP as Assistant Facilities Manager for the EMAP *Consolidation of Premises project*. Responsible for two buildings within the project (WGSN - 150 users; EMAP Construct - 300 users)  
Project duties included:

- relocation of all staff, office equipment and archives to new office
- closure of both buildings in readiness for hand-back to landlords
- on-site representative of the project - first point of contact for users
- supervision of: internal team, external removers, external archivists

Four contract extensions and excellent references

**February – May 2004** Caatalyst Profit Recovery Specialists - Recovery Support Administrator. Recovery of unclaimed duplications and credit notes. Telephone requisitions of statements. Analysis and data input

**May – November 2002** Mercedes-Benz of Chelsea - Purchase Ledger Assistant. Coding, posting, reconciliation and credit control

**2001 - 2002** Talent Staffing Agency: Houses Of Parliament – Administrator. Administration and data input for the MP staffing sector

**2000 - 2001** Clay Technical Services Ltd – Accounts Administrator  
Establishment of the accounts function for a small technical services business. Work involved bank reconciliation, processing of sales & purchase invoices, general administration, Bought Ledger, Sales Ledger and Credit Control

**1997 - 2000** Rodney Fitch and Company - Bought Ledger Manager:

Bought Ledger

Coded , posted and paid large volumes of both overhead and project invoices.

Processed employee business expenses.

Accounted for petty cash.

Reconciled supplier statements.

Job Costing

Input and processed studio timesheets

Distributed job reports to various project managers

Sales Ledger

Performed close credit control resulting in reduced debtors payment days.

**1990 - 1997** Reed Employment Agency - Various administration work including long periods at The Environment Agency (I.T. Dept) and Westminster College (Enrolment and Admin). Sales rep for Videotron

**1987 - 1990** Manpower Employment Agency - Various administration work including supervision of 20 administrators working on the B.P. New Issues shareholding

**Computer Skills**

- Windows XP operating system
- Agresso Business World (Financial & Procurement modules)
- Microsoft Word (30 WPM)
- Microsoft Excel
- Accounting software: Rebus and Sage 50
- Editing software: Adobe CS3 Premiere & Encore
- Drafting software: Final Draft

**General Interests**

Interests include: theatre, cinema, football and Formula One. I also have an interest in script writing, and have had various comedy sketches screened on television, as well as having entered screenplays into competitions