

## **Mazhar Sultan**

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### **Career Objective:**

To work in a dynamic organisation that prides itself in giving responsibility to new talent and where I can enhance my knowledge and capabilities by contributing to the quality and repute of the organisation.

### **Professional Experience:**

#### **Express News**

Express News channel is a 24-hour Urdu News channel and all its operations are based on providing the audience with information, news and entertainment as well as educating them.

#### **In-charge of Programming NLE Department**

(Dec. 2007 – Sept. 2020)

##### **Primary Responsibility:**

- ❖ Supervising Non Linear Editors of the Programming Department
- ❖ Co-ordinate to the higher authority of the Express News Channel and Productions Staff in the Programming Department.
- ❖ Deploying the requirement of the NLEs.
- ❖ Investigate and solve the problems in the NLE Programming Department.
- ❖ Editing in different Current Affairs Shows and infotainment Shows in the Programming Department.

#### **GEO (News Channel)**

Geo News channel is a first Pakistani Urdu News Channel and it is a 24-hour News channel and all its operations are based on providing the audience with information, news and entertainment as well as educating them.

#### **Non Linear Editor:**

(Mar 2007–Dec 2007)

##### **Primary Responsibility:**

- ❖ Edit the programs and documentaries.
- ❖ Co-ordinate the higher authority for programs editing.
- ❖ Discuss all programs related issues to the Programs Manager.
- ❖ Solved the editing problems.

## **Kissan Time (PTV-World)**

Kissan Time was a private production house, which telecast informative Live Stock and Agriculture documentaries and Dramas. All Transmission was on air on the Pakistan Television Corporation. Now Kissan Time is a part of Channel 5 News Channel.

## **Assistant Admin & Personnel Officer**

(Oct 2001 – Apr 2005)

### **Primary Responsibility:**

- ❖ Carry out all work required in connection with enforcement of HR Policies.
- ❖ Maintain attendance, leave records, time records of staff and ensures that office discipline is maintained.
- ❖ Maintain and upgrade employee's personal files.
- ❖ Manage the repair and maintenance of computer and office equipments.
- ❖ Check security arrangement of office premises and ensures safety of office and staff.
- ❖ Performs any other work assigned by the Manager Admin.

## **Education:**

**M.Sc. Mass Communication**

**Bachelor in Mass Communication**

**Intermediate**

**Matric**

## **Short Course Education:**

6-month professional course in **Non Linear Editing and Graphic Design**

Edge Computer College, Lahore

## **Tools & Technologies:**

- ❖ Microsoft Office
- ❖ Mac Pro
- ❖ Adobe Premier CC
- ❖ Adobe Photoshop
- ❖ Adobe After Effect
- ❖ Inpage
- ❖ Sound Forge