



Harpreet Kaur

055-8924414-)

D.O.B-17.05.1983

Email ID- Harpreet.Kaur822@yahoo.com

Visa Status - Employment Visa

Objectives

Experienced administrator with strong management and organization knowledge and Bachelor's degree. Highly flexible and multi-tasking individual with strong ability to prioritize time-sensitive tasks. Hopeful for the position of a Senior Administrative Specialist at your Organization to utilize 5 +years administrative experience in inter-departmental coordination, to regularize administrative work flow within the organization.

Professional Skills

Typing,Writing,Editing Skills	Copyright Documentation (Movies)	Organizing and Prioritizing
Database Handler	Advertising Assistant	Team Working Ability
Collaboration	Communication	Work ethic
Time Management	MS OFFICE	Collaborate
Advertising Assistaant	Flexibility and Adaptability	

Education

- February2004 -Guru Nanak Dev University Bachelor of Arts Amritsar, PUNJAB
 - March 2005 - Post Graduation - Computer Application (PGDCA) GNDU University, Amritsar, India
-

Employment History

AL Nisr Cinema Film LLC.

Administration/Assistant Movie Distribution.

June 2014 – Present

Job Description

- Requesting box office return information from cinemas and collating for processing by the finance team.
 - Coordinate delivery of the film, trailers and film publicity.
 - Track asset (trailer, key art, online, and publicity) delivery dates.
 - Complete and send the film reports to the relevant department.
 - Assisting with the delivery of technical information to cinema operators and other routine administration tasks as required.
 - Updating the website to accurately reflect all cinemas on sale with our events.
 - Scans and sorts incoming mail according to guidelines established with each manager; takes action on those tasks which have been assigned and alerts manager to time sensitive and priority materials.
 - Work closely with the various Movie distribution teams on upcoming releasing, rights expiries etc.
 - Collaborate with internal contacts to coordinate the delivery of materials, artwork and metadata to the customer specifications.
 - Handle sensitive information in a confidential manner.
 - Prioritize day-to-day responsibilities along with ongoing ad projects. Reply to email, telephone or face to face enquiries.
 - Prepare presentations, create spreadsheets and manage workflow.
 - Coordinate cinema managers for different tasks.
 - Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
 - Formulate proposals and make quotes for the accounts to meet the Specific campaign requirements.
 - Understanding the product and suggesting the client for an ideal platform (Movie) to advertise their brand.
 - Client Support: Educating the client with upcoming movies prior to its release through regular follow ups and through social media like Facebook, Linked In.
 - Dealing with company accounts on renewing contracts for upcoming campaigns.
 - Handling Documentation of Movies. Handle registration of movies in GCC.
 - Efficient in the use of Microsoft office. Responsible for creating PowerPoint slides and making presentations.
 - Able to handle multiple tasks and adapt to changes in priority and/or direction easily.
-

Baby Satellite

Data Entry Operator-Operation Department/Warehouse

September 2011 – April 2014

Job Description

- Recruiting staff for local branches.
- Gathering Data & Arranging in a proper Sequence Converting the Raw data into the final lines typing the data for the printing.
- Receive, store, and distribute material, tools, equipment, and supplies throughout warehouse to sustain manufacturing and production activities.
- Excellent communication and organizational skills.
- Stacked the products in the proper area according to established sequences.
- Maintain record controls and stock counts using MS Excel.
- Use Excel at accurately labeling, calculating and verifying quantities, and using computers to maintain records and track shipments within high-volume warehouse environments.

ACE Public School

Computer & English Teacher (Punjab, India)

February 2006 – May 2011

Job Description

- Teaching Basic Computer lessons based on school standards. Constantly encouraging students to grow learn and improve.
- Keeping accurate student report cards as well as attendance and discipline record.
- Hiring staff for origination.

Languages:-English: Conversational& Written /Hindi: Conversational& Written /Punjabi: Conversational& Written

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibly for the correctness of the above-mentioned particulars.

I am very excited to learn more about this opportunity and share how I will be a great fit for your company .

References furnished up on request

Harpreet Kaur