

Harpreet Kaur

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D.O.B-17.05.1983

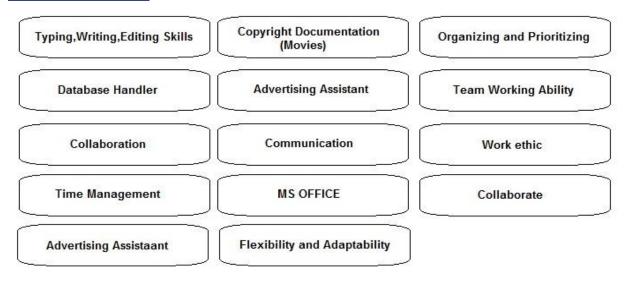
Email ID- Harpreet.Kaur822@yahoo.com

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



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.
- Handing 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.

<u>Languages:-</u>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