



KC

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Address:
Based in Hemel Hempstead,
Hertfordshire.
Able to commute to Central
London
Hold UK Driving License and use
of own car

EDUCATION & QUALIFICATIONS

ScreenSkills Training Passport completed

CIPD Human Resource Practice Level 3 Diploma

CIPD Human Resource Management Level 5 Diploma

Cardiff University - BScEcon Criminology and Sociology – Second Class Division One
Dissertation completed - First Class Honours

A-Level – Sociology, Home Economics and French

GCSE - 12 – including Maths, English and Science

Kiran Chandarana

PERSONAL STATEMENT

I'm currently transitioning from a career in HR to Film/TV industry. As a dedicated HR professional, I have a strong background policy implementation, advisory skills and project management. Through coordinating projects and ensuring smooth operations, I have developed strong problem-solving, communication, analytical, organisational and administration skills. I am a fast learner, adapt quickly to new environments and work flexibly to support teams as needed. I am enthusiastic, punctual, reliable and hard-working with a strong work ethic and a positive attitude towards my work.

PROFESSIONAL EXPERIENCE

- **All Spring Media - Production Assistant Bootcamp Skills - October 2024**
 - Understanding of Health and Safety legislation
 - Behaviour and Etiquette on set and in the working environment
 - Interpreting, analysing and creating production paperwork
 - Understanding and identifying the different paperwork that is required for production
 - Equipment training; Camera - learning how to use a video camera, the different camera settings needed in order to capture effective shots, understanding different camera angles / shots, use of the boomer mic whilst filming.
Learnt how to use a Walkie Talkie and different codes that are used on set
 - Budgeting and Scheduling a Production
 - Understanding audiences - what different TV shows / films appeal to certain audiences
 - Understanding different methods / skills required in order to pitch to production companies and how these companies commission
 - Copyrighting and social media - understanding the parameters of copyrighting - what can be used, how and when.
 - Working towards a sustainable production - legally, ethically, practically and environmentally - methods of how production can work towards a sustainable production
- **Dacorum Borough Council -**
 - **HR Apprentice - December 2020 - May 2023**
 - **HR Advisor - May 2023- February 2024**
 - Providing first line advice to managers and employees on policies and procedure related issues
 - Assisting with employment related issues with confidentiality, professionalism and sensitivity.
 - Responsible for completing administrative tasks (contracts, probation letters, references, Freedom of information requests)
 - Organising events - Staff Recognition Awards and Long Service Award ceremonies
 - Managing and leading on DBS project - responsible and point of contact for DBS checks
 - Organising meetings and minute taking including Employee Relations case and Sickness cases
 - Building relationships with internal and external stakeholders, liaising with them frequently
 - Completing administrative tasks where need be

PERSONAL SKILLS

- Problem-solving
- Customer Services
- Administration
- Work independently
- Team Work
- Analytical
- Listening
- Organisation
- Communication
- Leadership
- Prioritising work to demanding workload pressures especially in fast paced environments
- Attention to detail maintain high levels of accuracy
- Building Relationships with internal and external stakeholders
- Microsoft Packages - Outlook, Word, PowerPoint, Excel
- Understanding of social media platforms and can work with Microsoft and Apple operating system

PERSONAL INTERESTS

- TV / Films
- Beauty - Skincare - Make up - Fashion
- Learning / reading about culture, history and religion.
- Cooking and trying new recipes
- Learning new languages
- Actively keeping up in current and international affairs
- Travelling

REFERENCES

Upon Request

PROFESSIONAL EXPERIENCE continued

- **Ministry of Justice - HMCTS - Court Clerk- July 2019 – October 2019**
 - Reviewing case orders from Judges and entering them onto the System
 - Clerking courtrooms - preparing courtrooms, ensuring judges had relevant paperwork required before each case, and ushering Lawyers and members of public into courtrooms.
 - Working closely and liaising with judges, barristers and solicitors
- **Epiroc UK & Ireland - HR Administrator (Temp) - April 2019 - May - 2019**
 - Upheld administrative tasks; Ensured employee details were correct and updated onto the system, Organised staff contracts and benefits into appropriate files
 - Managed the HR mailbox
- **Lynch Plant Hire - Administrator / Data Entry - March 2019 (Temp)**

Within the Purchase Ledger department, I completed administrative tasks such as:

 - Sorting and filing through paperwork and invoices.
 - Accurate data entered on the company database
 - Correcting appropriate paperwork, if there were clerical errors.
 - Ensured that all the invoices had been accounted for and I had to calculate if the figures were correct, using Microsoft Excel.
- **Warner leisure hotels - Customer Service Advisor - December 2018 - February 2019 (Temp)**
 - Took telephone bookings for customers, advised on resort information and made amendments on bookings
 - Managed calls and requests, including complaints
 - Handled customer enquiries