

AMRIT KAUR

West Yorkshire

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EXPERIENCE

Production Assistant

Dragonfly TV (Banijay) / BBC Ambulance

January 2025 - May 2025

Production Manager : Francesca Rigg
Series Producer: Bruce Turner

Petty Cash Buyer

Netflix / Adolescence

May 2024 - September 2024

Production Designer: Adam Tomlinson
Senior Production Buyer: Paul Tormey

Receptionist/ Administrator/ Guest Experience/ PA to Operations Director

Production Park

August 2022 - May 2024

Client Services/ Warranty Administrator

Rolls- Royce Motor Cars Leeds (JCT600)

March 2020 - August 2022

Aftersales Ambassador/ Service Advisor

Ferrari & Maserati (JCT600)

November 2018 - March 2020

Service Team Manager / Star Expert

Mercedes Benz of Leeds (Stratstone) & Mercedes Benz of Bradford (Stratstone)

July 2013 - May 2018

Aviation Security Officer

Omniserv - Leeds Bradford International Airport

May 2010 - May 2013

Front of House / Cashier

The 3 Singhs Restaurant & Bar

April 2008 - May 2011

Store Staff/ Cashier

Iceland Foods Ltd

January 2007 - December 2010

EDUCATION

National Award in Aviation Operations

Aviation Academy

September 2009 - March 2010

MERIT

BTEC National Diploma Level 3 in Public Services

Bradford College

September 2007 - July 2009

MERIT

Level 2 BTEC First Certificate and First Diploma in Business Studies

Priesthorpe School

September 2001 - June 2007

PASS

AS Level Punjabi - B
GCSE Spanish - B
GSSE Punjabi A*

SKILLS

Thrive off challenges | Ambitious | Flexible | Resilient | Honest | Passionate | Empathetic | Self-motivated | Excellent communicator with strong interpersonal skills | Administrative duties | Booking and organising travel arrangements | Maintaining workplace systems including Microsoft Office | Customer / client relations and retention | Diary Management | Leadership | Confidentiality and discretion | General PA duties | Passionate and focused | Utilising my training and skills | Flexible | Creative | Imaginative | Friendly | Team player | Full clean driving licence |

LANGUAGES

- English (fluent)
- Punjabi (fluent)
- Spanish (basic)

REFERENCES CAN BE
PROVIDED UPON REQUEST

I am an energetic, ambitious person who strives to achieve high standards in any given task. I have demonstrated ability to work under intense pressure, whilst keeping a positive manner and assisting the team with my strong communication and interpersonal skills. I am accustomed to working in challenging and fast paced environments. My excellent customer service communication skills, transferable skills, combined with my relevant work experience make me a real asset to any organisation that I work for. I have worked both independently and part of a team, to improve services / communications.

In May 2024, I was offered a job by 'Netflix' whilst hosting them at Production Park. I would like to continue developing my career in the TV & Film industry.