

Tabassum Obarey

Junior Researcher/Runner
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Professional Summary

Enthusiastic individual seeking opportunities to progress to the role of Runner/Junior Researcher. Highly organized with proven multitasking abilities and extensive production/set runner experience. Strong attention to detail with prompt and accurate task execution.

Skills

- Proficient in Final Draft, Microsoft, and Apple Software
- Familiar with set etiquette and protocols
- Competent with radios on set
- Managing office supplies with petty cash float
- Experience dealing with cast, crew, and background talent
- Writing expense sheets and maintaining financial records
- Handling transportation, scheduling, and phone calls
- Coordinating guestlists and inquiries
- Writing, editing, and proofreading scripts
- Conducting in-depth research to produce compelling content

Industry Employment

Production Runner | Glow Up Season 7, Wall2Wall | 10/1/2025-18/2/2025

- Assist crew, contestants, and talent with immediate needs, ensuring smooth communication and workflow.
- Support hosts, judges, and guest experts by handling errands and last-minute requests.
- Run errands and deliver essential items like makeup supplies or equipment.
- Distribute call sheets, scripts, or any other relevant documents.

Production Runner | Between The Covers, Cactus TV | 8/10/2024 - 10/10/2024

- Provided essential support on set for the BBC series Between The Covers
- Assisted in preparing sets, managing guests, and ensuring smooth studio coordination.
- Helped with logistical tasks such as running errands and delivering documents.
- Ensured communication between different departments using radios and coordinated guest appearances.

Runner | Stroke of Genius - Take Point LTD

- Assisted with setup and dismantling of equipment, props, and sets
- Ran errands including fetching supplies for the cast and crew
- Provided general production support

Office Runner | Cactus TV | 11/04/2024 - 30/08/2024

- Managed daily administrative tasks: answering phones, organizing mail, and office supplies
- Assisted production team with errands, scheduling, and preparing documents

GDPR Statement: This CV may be kept on file and distributed for employment purposes.

References on request.

- Coordinated delivery and distribution of production materials
- Helped maintain an organized office environment, contributing to overall efficiency
- Provided on-the-ground support during live broadcasts

Studio Runner | The Chris McCausland Show, Cactus TV | 26/06/2024 - 30/08/2024

- Acted as the first point of contact for incoming studio calls
- Supported production tasks by running errands and ensuring smooth coordination

Studio Runner | The Katie Piper Breakfast Show, Cactus TV | 11/04/2024 - 19/06/2024

- Supported production needs with tasks such as equipment pickup and document delivery
- Assisted with errands to ensure seamless coordination of production activities

Runner | Saturday Kitchen Live, Cactus TV | 08/06/2024

- Assisted departments with setup and breakdown of equipment and sets
- Directed talent and crew to set locations

Runner | BETMGM Recipe - Barry Coldham | 12/03/2024

- Assisted with setup, errands, and logistics for production activities

Runner | Black Doves, Netflix - Matthew Jennings | 11/2023 - 12/2023

- Assisted with crowd control, catering support, and providing general production assistance

Training

• ScreenSkills Trainee Finder 2025/26

• ScreenSkills First Break | Netflix Drama: TV "Need to Knows" training day

Education

Master of Arts: Screenwriting | 08/2021 - 04/2023

Royal Holloway, University of London - Egham

Bachelor of Arts: Creative Writing and Drama | 09/2018 - 04/2021

Royal Holloway, University of London - Egham

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