

# Hassan Raza

07738065710

[m.hassan.raza@hotmail.co.uk](mailto:m.hassan.raza@hotmail.co.uk)

Based in London

## Summary

Highly motivated, Bilingual Entertainment Production Coordinator with 5+ years of experience within the Media industry. Seasoned in the setting up of Film Productions, with the ability to work in high pressure environments.

## Experience

### **Broadgate - Commercial - Still Moving**

Sep 2022

Position: **Production Coordinator**

- Tracked costs and assisted with budget management
- Booked hotels and flights for cast and crew
- Hired Kits (C300/FS7 Camera kits)
- Delegated ad hoc tasks to Production Assistants
- Closed accounts with suppliers and dealt with surplus stock when the production finished
- Managed logistics such as travel arrangements and transportation

### **Hypervolt - Commercial - Stormlight Media**

Aug 2022

Position: **Production Coordinator**

- Negotiated price and hired kit from camera rentals
- Secured parking next to the beach
- Closed accounts with suppliers and dealt with surplus stock when the production finished
- Developed Call Sheets and handled contributor releases, access agreements, location and material releases
- Arranged overall logistics for the Production - including hotel accommodations for cast and crew and car rentals

### **Monster Heart - Short Film - La Pêche Productions.**

June 2022

Position: **Production Assistant**

- Printed and distributed daily paperwork (e.g., scripts, call sheets)
- Handled transportation logistics
- Assisted all crew members
- Used maps, tapes, clapperboard and other equipment

### **Cre8e - CBBC - Online Content**

Apr 2022

Position: **Production Assistant**

- Booked and handled all transportation logistics
- Helping prepare the set with lights, props, equipment

- Escorted actors around the filming area and coordinated extras
- Conducted crowd control by putting up signs, directing pedestrians away from filming, lock down sets etc.

**Zaara - Short Film - Expired Dreams**

June 2018 - Feb 2022

Position: **Producer**

- Put together all the strands of creative and practical talent involved in the project to create a team
- Controlled the production's budget and allocated resources
- Troubleshoot problems that arose during production
- Ensured compliance with relevant regulations, codes of practice and health and safety law
- Supervised the progress of the project from production through to post-production
- Delivered the finished production on time and to budget

**Coconut - BBC Three - TV Show**

Oct 2017 - Nov 2017

Position: **Production Assistant**

- Transported cast, crew and production staff between offices, studios and shoot locations
- Hired kit and raised purchase orders
- Hired Runners and negotiated fees
- Organised catering

**Road Games - February Films - Feature Film.**

June - Aug 2016

Position: **Production Assistant**

- Printed and distributed daily paperwork (e.g., scripts, call sheets)
- Helping prepare the set with lights, props, equipment
- Assisted with booking accommodation and transport
- Acted as first point of contact for a range of both internal and external callers and visitors

**Amar Akbar and Tony - Netflix - Feature Film**

April 2014 - May 2014

Position: **Production Runner**

- Picked up artists in the morning for their first call
- Made teas/coffees and took lunch orders
- Assisted with rigging and de-rigging of locations

**References are available upon request.**

**This CV can be kept on file and distributed.**