

KIRTNA RANJ

EDUCATION

BA (Hons) Film Production
University for the Creative Arts

Jan 2023- June 2025

CONTACT

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🌐 [Portfolio](#)

REFERENCES

Simon Aeppli

UCA Senior Lecturer in Directing

Email : Saepli@uca.ac.uk

Kerryn Acari

UCA Lecturer in Producing

Email : Kerryn.Arcari@uca.ac.uk

CERTIFICATION

Miles Foundation Film & TV Online
Safety Passport
Unconscious Bias: Basic Awareness
– ScreenSkills
Albert Sustainable Production
Certification
Channel 4: 4Skills Work Experience

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

Recent Film Production graduate based in London, and National Film and Television School shortlisted student in Assistant Directing, with hands-on experience across student and professional film sets, including producing, script supervision, and assistant directing. Proven strengths in organisation, communication, and managing detailed production paperwork. Experienced working in fast-paced environments and committed to maintaining professional standards around GDPR, safety, and compliance. Passionate about drama production and eager to contribute administratively and creatively to a high-profile production team.

SKILLS

- Production coordination (shoots, post-production, crew)
- Time-management & scheduling (call sheets, bookings)
- Strong interpersonal & communication skills
- Premiere Pro, basic Avid, Final Cut Pro
- Experience working with crowds and assisting the film
- Multitasking and coordinating between departments under high pressure
- Basic technical knowledge of each department
- Knowledge of GDPR, safeguarding & music rights (ScreenSkills)

PRODUCTION EXPERIENCE

1st Assistant Camera – Kodak Steak Pasties Ad (2025)

- Supported DOP on a film-shot commercial
- Managed slating and on-set etiquette; assisted with file handoffs

Production Assistant – DISO Commercial (NFTS Project) (2025)

- Managed production assets and BTS capture
- Coordinated shoot logistics and supported file delivery across platforms

3rd Assistant Director – To A Flame (UCA Grad Film) (2024)

- Coordinated background artists; supported shoot prep
- Liaised with production team and post crew for scheduling

1st Assistant Director – Your Closet (UCA MA Film) (2023)

- Created detailed call sheets and shooting schedules
- Communicated directly with cast and crew; booked post-production sessions

Marketing Officer – Young Surrey Film Festival (2024)

- Led branding and on-site content creation
- Captured, edited, and distributed digital content across channels

Creative Director & Marketing Officer – Createit, Bahrain (2020–2024)

- Filmed and edited content for brands like HSBC, PwC, Amazon Web Services
- Coordinated video delivery for social and client platforms

Intern – The Butterfly Effect Co. (2024)

- Filmed ads for Lulu Hypermarket, Wagamama, and other retail clients
- Collaborated with post-production teams and handled media file transfers