

## JHANA VI BHARATKUMAR THAKKAR

**Production Coordinator | Production Assistant | Production Secretary**

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### INTRODUCTION

I am a production professional with over five years of experience across scripted and factual projects for platforms including Amazon Prime and Sony Pictures. I recently completed my MA in Filmmaking at the University of East London. I'm passionate about supporting creative teams, managing logistics with calm efficiency, and contributing to impactful stories with professionalism and care.

### KEY SKILLS

- Production coordination & scheduling for multi-location scripted and factual shoots
- Call sheet creation, crew and cast liaison, and logistics management
- Legal clearances, artist contracting, budgeting, and vendor management
- On-set logistics, post-production support, and delivery tracking
- Problem-solving under pressure in fast-paced environments
- Strong organisational skills and clear communicator
- Calm, adaptable team player with a positive attitude
- Proficient in MS Office, Google Suite, Canva, and basic Adobe Premiere Pro

### EXPERIENCE

#### **Production Manager | Redwine Opps – Chauhan, London**

**Project:** Music video for Mr. Chauhan

Nov 2025

#### **Production Manager | Alchemy Films Pvt Ltd, Mumbai**

*Oct 2020 – Aug 2024*

**Projects:** Bestseller (Amazon Prime), Dial 100 (Sony Pictures), Doctors (Jio Studio), Pashminna (Sony Sab)

- Scheduled shoots, coordinated with departments, managed budgets and vendor negotiations.
- Handled production legal documents, post-production deliverables, and artist requirements.
- Liaised with channels for reports, deliverables, and marketing collaborations.

#### **Production Assistant | All In One Productions, Mumbai**

*Sep 2019 – Feb 2020*

**Projects:** OLX, Unwanted-21, Redmi Pro, Air India, Suzuki Bikes, Prestige, Flipkart (Internship)

- Assisted across production logistics: travel, accommodations, hospitality, and vendor coordination.
- Supported shoot-day operations and collaborated with creative departments.

#### **College Assignment Producer & Production Coordinator – University of East London**

- Served as the producer and production person for the group assignment.
- Responsible for scouting and securing locations, managing logistics, and negotiating with artists to work on a voluntary basis due to budget constraints.
- Managed legal aspects of the project, ensuring compliance with necessary permits and contracts.

### EDUCATION

- **MA in Filmmaking** – University of East London
- **Bachelor of Mass Media** – K.J. Somaiya College of Arts and Commerce, Mumbai
- **Schooling** – D.A.V Public School, Mumbai