



Alan Varghese

Production Manager

As a seasoned Production Manager with extensive experience in the film industry, I bring a unique blend of skills and expertise to any production team. I have a proven track record of success in managing budgets, schedules, and teams, while delivering high-quality results within tight deadlines. With a deep understanding of the film production process and industry standards, I excel in both advertisement and feature film productions. My passion for creating compelling content and driving success in any project i am involved in, makes me a dedicated and hardworking professional.

Contact

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Linkedin Profile

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Address

Al Karama, UAE

Education

2018

BA.English Language and Literature
Mahatma Gandhi University, Kerala

2013

Diploma in Nautical Science-shipping
Indian Maritime University, Cochin

Computer Skills

- MS Office Specialist Excel Training and Certification Program
- MS Office using AI Tools
- MS Office word

Language

- English (Professional working proficiency)
- Hindi,Tamil (Elementary language proficiency)
- Malayalam (Native Language Proficiency)

Experience

Aug 2018 - Oct 2023

Planning Room Productions, Advertisement Films

Cochin, India

Production Manager

- The responsibilities include budgeting, scheduling, hiring and managing crew, overseeing logistics, managing production resources, ensuring safety and compliance, and coordinating communication between all members of the production team.
- Responsible for hiring and managing the crew for the production, including production coordinators, location managers, camera operators, sound technicians, and other key positions. Establishes and manages budgets for film production.
- To oversee logistics related to the production, including transportation, accommodation, catering, and equipment rental. Manages production resources such as equipment, props, wardrobe, and other resources needed for the production.
- To ensure safety and compliance with local laws and regulations, including health and safety regulations.
- Coordinates communication between all members of the production team, and also with other departments such as post-production and marketing, to ensure that the production is completed on time and within budget.

June 2017 to Aug 2018

Talking Pixels, Advertisement Films

Thiruvananthapuram, India

Assistant Production Manager

- Oversee the creation and execution of ad films from start to finish.
- Collaborate with clients, writers, directors, and other key stakeholders to develop concepts and ideas.
- Manage production teams and ensure that projects are delivered on time, within budget, and to the highest quality standards.
- Conduct research and analyze market trends to ensure that the advertisement films are on brand and effective.
- Prepare budgets, schedules, and production plans, and monitor progress to ensure that all aspects of production are on track.
- To Ensure that all necessary permits, licenses, and contracts are in place for each project.
- Review and provide feedback on scripts, storyboards, and rough cuts to ensure that they align with the vision for each project.
- Hire and manage actors, crew members, and other talent as needed.
- Coordinate with post-production teams to ensure that the final product is polished and meets all technical requirements.
- Stay up-to-date with the latest trends and technologies in the field of advertisement film production.

Personal Skills

- Detail-Oriented & Multitasking
- Health & Safety Compliance
- Negotiation & Networking
- Critical Problem Solver
- Effective Communication
- Leadership & Teamwork
- Quick Problem Solver

Aug 2013 to Aug 2014

Home Makers, Furniture Manufactures

Ettumanoor, India

Assistant Production Manager

- Plan and schedule production based on demand, resources, and timeline.
- Manage inventory to ensure availability of raw materials, tools, and equipment.
- Supervise production staff to ensure adherence to production plans and schedules.
- Monitor quality control processes to ensure high-quality products are produced.
- Ensure compliance with safety regulations and standards while controlling production cost.

Personal Details

Date of Birth

:

19/10/1994

Passport Number

:

X7233102 (valid upto 27/03/2033)

Marital Status

:

Single

Reference

References available upon request.