

Asib Akram

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PROFESSIONAL PROFILE

An individual keen to develop a career in TV production management. Gained transferable and relevant skills from working as a Production Coordinator on Molly and Mack. Can be relied upon to deliver high standards, plan and organise complex operations, maintain efficient processes and work successfully with colleagues and superiors.

BBC TRAINING: Silvermouse | Production Safety | Safety Awareness | Contracting Freelancers using SmartBook | Contracting; Making the right decision | Data Protection and Cyber Security | Working with Children Online | Children and Young People as Contributors: Children in Drama | Working with Children Face to Face | Introduction to Rights | Media Law Online: Scotland | PCTP Location Shooting | Production Coordination Skills | Data production: finance & HR systems | Unconscious Bias Awareness | Disability Confident

CAREER SUMMARY

BBC Scotland | CBeebies | Assistant Production Coordinator **Mar 2020 – May 2020**
Princess Mirror-Belle series 1 | TV

Line Producer: Cathy Stokes | Series Producer: Alan De Pellette | Executive Producer: Sara Harkins

Working closely with the Production Coordinator and the Line Producer in identifying and sourcing appropriate resources and requirements for the production at the earliest possible stage.

BBC Scotland | CBeebies | Production Coordinator (Prep Only) **Feb 2020 – May 2020**
Molly and Mack series 3 & 4 | TV

Line Producer: Susan Tauro | Series Producer: Jane Baxter | Executive Producer: Uzma Mir-Young

Liaising and acting as a point of contact between the production teams. Booking crew, raising purchase orders and monitoring and updating costs. Liaising with talent teams to track mandatory training for crew and providing general PC and admin support to the line producer during the prep period.

BBC Scotland | CBeebies | Production Coordinator **Mar 2019 – Nov 2019**
Molly and Mack series 2 | TV | Radio | Online

Line Producer: Cathy Stokes | Series Producer: Jane Baxter | Executive Producer: Sara Harkins

Responsible for providing logistical and administrative support to the line producer and acting as the focal point of contact between all departments, talent, internal and external suppliers and taking the necessary action as appropriate. Taking minutes at meetings, prioritising and manage all incoming correspondence. Raising different types of requisitions and purchase orders for production and updating the running cost to maintain budget and schedule. Also organising and coordinating all travel and transport needs of the cast and crew on-location filming.

Duties also included distributing shooting scripts, amendments to crew and cast, crosschecking scripts and reporting conflicting priorities when necessary. Creating shooting sides for each day based on the call sheet issued by 2nd AD and distributing to relevant cast and crew at the end of each day. Maintaining physical and electronic archives of all scripts (shooting scripts, amendments and sides). Maintaining a script tracker and schedule for script progress and deadlines from draft to final shooting version. Producing pink pages and inserting into scripts and distributing an updated version in a timely and efficient manner to relevant cast and crew.

BBC Scotland | CBeebies | Assistant Production Coordinator
The Dog Ate My Homework series 7
Production Manager: Kirsty Stewart

Sept 2019 – Sept 2019

Provided administrative support to the production team, in order to ensure the smooth and efficient running of the project. Duties include organising high value of VIP contributors travel & accommodation.

BBC Scotland | Digital | Assistant Production Coordinator
The Collective / Dance Passion | TV | Online
Production Manager: Deborah Thomson

Feb 2019 – March 2019

Responsible for supporting the production manager in identifying and sourcing appropriate resource and requirements for the production at the earliest possible stage. Contributed to the scheduling and budgeting of the production/content in line with divisional requirements and relevant BBC guidelines. Organised travel and accommodation for VIP contributors. Maintained a safe and healthy working environment at all times and stop issues escalating at the earliest stage. Proactively looked for ways of improving efficiencies within a production environment. Provided administrative support to the production team, as and when required.

BBC Scotland | CBeebies | Production Coordinator
Molly and Mack series 1 | TV | Radio | Online

May 2018 – Dec 2018

Line Producer: Cathy Stokes | Series Producer: Dominic Macdonald | Executive Producer: Sara Harkins

Provided support as necessary to all departments, especially the line producer. Preparing and distributing shooting scripts, schedules, and call sheets. Completed post production paperwork via silvermouse. Processed payment and expenses via SmartBook and Mybusiness whilst maintaining and updating the production budget. Communicated with the local authority to obtain child performance licenses. Negotiated prices and timely delivery to maintain budget and schedule whilst building and maintaining relationships with external and internal suppliers. Organised and maintained a filing system for important and confidential documents. Arranged travel, accommodation and booking crew and kit. Maintained and updated calendar and scheduled appointments and events in relation to the production.

SELECTED INDEPENDENT FILM CREDITS

Producer

Regrets | Short Film | Untold Stories Film | Director: AJ Sykes | 2018

Open Mike | Short Film | University of the West of Scotland | Director: Tobias Erdmann | 2016



Production Manager

Flux | Feature Film | Utopia Film Productions | Producer/ Director: Antony Scott | 2018

The Quiet | Short Film | TBG Productions | Producer: Janine Koppe | Director: Vito Milazzo | 2017

Lucky Break | Short Film | Waylate Films / I am me Scotland | Producer/ Director: Andrew Dobbie | 2016

Production Coordinator

I Am God | Short Film | Utopia Human Productions | Producer/ Director: Madalina Mate | 2019

EDUCATION

Certificate: Creative Skillset Production Co-ordinator Training Programme; *BBC Academy* 2017

Certificate: Producing: Movie Magic Budgeting & Scheduling; *London Film Academy* 2016

BA (Hons): Filmmaking and Screenwriting (First Class); *University of the West of Scotland* 2015

HND: Creative Industries: Television Productions (A); *City of Glasgow College* 2013

HNC: Creative Industries: Professional Writing Skills (A); *City of Glasgow College* 2011

Certificate: Bookkeeping, Financial and Computerised Accounting; *City of Glasgow College* 2008

HND: Administration and Information Management (2 Merits); *Glasgow Kelvin College* 2005

REFERENCES

Cathy Stokes
Line Producer

Deborah Thomson
Production Manager

Michael Hines
Producer/Director

Dr Stuart Hepburn
Screenwriter

Full Contact details available on request.

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