ANOOP

[Anoop.381913@2freemail.com](mailto:Anoop.381913@2freemail.com)

Administration Executive with strong Digital Media Producing, Editing, Publishing skills.

10 years of Hand-on experience in across Administration of Media Channels, handling **Live Television Media/ Channel editing**. Successfully delivered over 500+ **People, Product, News and Event Photography, Videography projects.** An Aggressive learner focused on continuously improving, sharpening, delivering Visual Communication effectiveness. Lead teams to deliver results working on various complex Media productions under pressure, tight deadlines.

Videography - News, Wedding, Documentary, Events, Projects.

Photography - Candid, Fashion, Food, Portraiture, Event, News and Street.

SKILLSETS / EXPERTISE

− Handling Complete Administration responsibilities of Media Channel

− Supported in conducting HQ photo/video shoots in studio setting, outside locations providing creative scene planning. − Collated unfinished clippings, video footages working with directors to determine all aspects of shots.

− Successfully budgeted, resourced, planned, delivered Production, Resolving Event related issues, Client requirements. − Conceptualizing, Producing Media (Photo/Video/Audio) Content Reports, and Systematically Managing Social Media.

MEDIA EDITING TOOLS

− Proficient with advanced final cut pro, I Movie, Adobe Light room, Apple applications.

− Adobe Suite - Photoshop CS6, Audition, Adobe illustrator. − Video Editing - Grass Valley Edius, Premiere CS6.

PROFESSIONAL EXPERIENCE

**Administration & Media Executive,** VFS GLOBAL, DUBAI, UAE Apr’2017 – Nov’2017

− Supported complex, deadline-driven operations and resolved issues.

− Provided all travel coordination (international/domestic) support for business meetings/trips. − Prepared itineraries, transportation arrangements and expense reports.

− Analyzed risk of enviro- socio-economic- geopolitical events on VFS global operations and created daily Media, News Alerts. − Designed, Developed, Circulated **VFS Country Risk Assessment Media report**, Weekly Travel Security Guides.

− Successfully Tracked, updated courier Passport Vehicle movement.

− Responsible for designing, getting approvals for new templates for corporate Security internal communication − Designed, Developed Visitor / Vendor’s pass templates for VFS global.

− Created invoices weekly using Excel spreadsheets

**Administration Executive & Videographer**, DEN-MALAYALAM TELEVISION NETWORKS, INDIA Mar’2014 - Feb’2017

− Greeted and directed appointments, vendors and office visitors.

− Demonstrated creative vision, group management skills to pursue ideas from concept to completion with deadlines for Live TV channels.

− Used Adobe Media Suite and major editing, enhancing Software’s for Media Editing, Presentation

− Assisted the team to design promotional video.

− Composed, prepared, edited, and distributed correspondence and other department documents. − Arranged conference rooms and facilities for meetings as required.

− Edited and formatted draft correspondence prepared by staff members.

− Calculated hours and submitted payroll to ensure timely distribution of funds. − Maintained accurate personnel records for new and existing employees.

− Established payroll, distributed incoming mail, xeroxed, faxed and maintained all division records. − Filed documents to maintain an organized and efficient office environment.

**Project Coordinator & Content Editor**, DEN-MALAYALAM TELEVISION NETWORKS, INDIA Feb’2007 -Mar’ 2014

− Demonstrated strong creativity, flexibility and interpersonal communication skills with hands on experience in videography / editing works.

− Handled and excelled in the roles of Photographer, Videographer, Editor & Event coordinator and have done live mixing in various Projects:

o Start-up village, Kochi o Smart City, Kochi

o Kochi Metro Project

− Attended Trainings in Videography, Photography, Adobe Suites, Video Editing, Presentation, Live Television Editing, Short Film Projects.

− Oversaw calendar maintenance, appointment scheduling and expense report preparation.

Few of the Projects are

* Done wedding photography and videography for Jolly Creations.
* Video Shoot of Bhīma Jewelry inauguration footages for Den Networks.
* Shoot videos of various issues in Ernakulam district and follow-up story.
* Done live program and interviews for the movie promotion for DEN Networks.
* Captured many Video footages for various campaigning.
* Captured the video of Nikon Photography School one day event held in Kochi conducted by Anmpu Media.
* Worked as a cameraman & event coordinator In the Chavittu Nadakam festival conducted by the Anmpu Media.
* Worked as a cameraman for Government Public Relations Department in their Start-up village, Smart City, Kochi Metro projects.

EDUCATION

B.A., Multimedia St Joseph’s College of Communication, India, 2014.

Diploma in Offset Printing Technology, Don Bosco Institute of Graphic Arts and Communication, India, 2011.

OTHERS

Proficient in Speaking, Writing & Reading - English, Malayalam, Hindi.