

RESUME

Kiran Raj G

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OBJECTIVE

To secure a challenging role as a Production coordinator where my years of experience in Production and pipeline handling of a project can be leveraged to develop and implement effective way of tracking for smooth transaction of the flow of work and achieving the given ETA.

EDUCATION DETAILS

Professional Education:

01. Bachelor of Commerce (computers)

Osmania University

02. Intermediate Education:

State Intermediate board (T.S) (C.E.C)

03. Secondary Education:

State Secondary Education (T.S)

SKILLS

Computer Proficiencies:

- Internet (Firefox, Chrome, Advanced Browsers),
- MS-Office and Most of other Applications,
- Hands on with most of the Software and Hardware of Desktop and Laptop
- Having knowledge of SQL, HTML and C language, MS Office tool

PERSONAL ATTRIBUTES

- Well balanced
- Ability to mingle with the team, team player
- Hard Work
- Effective communication
- Eager to learn

CURRENT WORK EXPERIENCE

Working with Redefine (DNEG) As Production Coordinator from October 4th 2021 to till date.

- Overseeing four departments in coordination.
- Directing project management activities, resources, and information.
- Preparing Timelines and Production designing.
- Break projects into doable actions and set timeframes.
- Liaise with clients to identify and define requirements, scope, and objective.
- Preparation of a checklist to assign tasks to internal teams and assist with schedule management.
- Monitor project progress and handle any issues that arise and works with the project manager to eliminate blockers.
- Act as the point of contact and communicate project status to all participants.
- Ensure standards and requirements are met through conducting quality assurance test.
- Sharing relevant documentation and reports with project teams
- Assist project manager in all administration functions and processes.
- Working closely with Pipeline team in highlighting glitches and pipeline challenges.
- Schedule meetings and take minutes.
- Creates a weekly workflow to track project performance.
- Ability to motivate a team and make sound decisions and foster a good team environment.
- Preparation of FSD – Functional Specification Document which includes detailed report of the project from start to end.

Achievements

- ❖ **Star Performer of the Quarter, January 2023**
- ❖ **Initiated and achieved - Shot Grid Editorial Playlist Tool.**

PAST WORK EXPERIENCE

❖ **Tactus Animation Studios, Hyderabad November 2018 to October 2021.**

- Generating productivity and Project reports.
- Analysing risk and opportunities
- Resource Planning & Timeline management.
- Directing on floor challenges with real time decision making.
- Active role in escalating and resolving Upstream and downstream dependencies.
- Set up Client call for Episodic launch & review sessions.
- Analysing risk and opportunities.
- Communicating and publishing the feedbacks.

❖ **Worked at Jeeves Consumer Services, as Team Leader**

October 2016 to August 2018

- Handling Hyderabad Branch Team and Vendor service centers of monthly call load 6000.
- Maintaining the KPIs like TAT, SPD and CSAT.
- Coordinating with multi brands for parts management.
- Regular follow up with service technicians in resolving issues and defectives.
- Reviewing the performance of Service Vendors on monthly basis.
- Auditing of service every month.
- Vendor invoice submission in time and passing the bills.
- Implementation of the new service policies like SPD as company expected.
- Providing Escalation Matrix Level – I support.

❖ **Worked at Karvy Stock Broking, as System Admin from August 2015 to October 2016.**

- As an agent in Backend Support, maintenance, and allocation of Tickets to Engineers.
- Engineer Management.
- Coordinating with the Server team and Desktop team for providing quick resolutions.
- Arranging Video conference from Hyderabad to client location.
- Coordinating with other teams if required while troubleshooting the issues.
- Inventory maintenance.

LANGUAGES KNOWN

- **English:** Speak, read, Write
- **Hindi:** Speak, Read, Write
- **Telugu:** Speak, Read, Write
- Reading books

PERSONAL DETAIL

Name : Kiran Raj G
Father Name : Bala Maheshwar Raj .G (Late)
Date of birth : 03/12/1990
Gender : Male
Nationality : Indian

Place: Hyderabad

Kiran Raj. G