



AMRITHA SUBIN

ASSISTANT PRODUCTION
COORDINATOR

PERSONAL PROFILE

Dedicated and enthusiastic individual eager to contribute both independently and through team success with hard work, attention to detail and excellent organizational skills. I am also a qualified lawyer with an exposure to arbitration, client management and legal proceedings. Extremely motivated to constantly develop my skills and grow professionally.

CONTACT

c/o Nicki @ Media / FilmCrew

Al Waleed BA 01, 405, Al Barsha, Al
Barsha 1, Dubai, UAE

EDUCATION

- Pursuing MBA (HR)
(2021-2023)
NMIMS, Mumbai, India
- BBA LLB
(2013-2018)
KLE Society's Law College,
Bangalore, Karnataka, India
- X Std & XII Std
Lakshmi Narayana
Vidyanikethan, Kerala (CBSE), India

WORK EXPERIENCE

Filmworks, Dubai, UAE

September 2022- Present

- Assisted production team for all the administrative tasks.
- Coordinated travel arrangements by booking, airfare, hotel and ground transportation.
- Provided administrative support and laid out production schedules
- Maintained an invoicing log and verified the accuracy of each invoice.
- Processed invoice payments and recorded information in the account database.
- Maintained a range of documents in the department to which they were assigned, filing them in line with the filing system.
- Remained alert, active and ready to respond to any request at any time using variety of available resources

Lodha Builders & Developers, Mumbai, India

September 2020- August 2022

Office Administrator

- Coordinated office activities and operations to secure efficiency and compliance to company policies.
- Carried out clerical duties such as answering phone calls, responding to emails, and preparing documents including office correspondence, memos and resumes.
- Coordinated with the sales team to manage work schedule and ensuring sales related activities are completed on time.
- Assisted HR professionals for the completion of clerical and administrative tasks. Helped in arranging interviews, sending job offers or rejections and handling interview communications.
- Purchasing office supplies, equipment, and furniture.
- Oversaw the maintenance of office facilities, and equipment
- Performed other relevant duties when needed

COMPETENCIES

- Administrative support
- HR Operations
- Executive Research
- Legal rights and obligation
- Project Management
- Negotiation and Contract Act

CERTIFICATION

Lawshala- Mergers & Acquisitions

PERSONAL DETAILS

Nationality : Indian
DOB : 25/07/1995
Gender : Female
Passport No. : N611712

P.G.J Law Associates

May 2019-August 2020

Advocate

- Practising advocate at High Court and Lower Court of Kerala, India
- Advised client's concerning business transactions, arbitration and negotiation, claim liability, advisability of prosecuting or defending lawsuit, or legal rights and obligations
- Drafted legal documents like Writ Petitions, Appeals for tribunal, Legal Opinion, Show Cause Notice replies etc.
- Interpret laws, rulings and regulations for individuals and businesses.
- Examined legal data to determine advisability of defending
- Assisted Rtd Justice P S Gopinath in the basic research of Unlawful Activities Prevention Act (UAPA)

INTERNSHIPS

Advocate H.M. Muralidhar

Sree Ranga Associates, Bangalore, Karnataka, India

- Assisted in various legal matters related to Hindu Marriage Act, CPC, Contract Act and Negotiable Instruments Act
- Actively involved in client meeting
- Attended Court Proceedings in the High Court of Karnataka and City Civil Court, Bangalore, India

Geetha Associates

Tax Consultant, Kerala, India

- Conducted research on Tax Laws- GST, Income Tax, ESI, VAT & Service Tax
- Attended Client meeting to minimize tax liability and explain tax issues

Advocate Siddeshwar Mallik

Cuttack, India

- Assisted in drafting Criminal Petitions
- Attended trial and appellate court and tribunals
- Visited police stations and jail to understand the working of police custody and judicial custody

Advocate Revathy Vasudev

Tamil Nadu, India

- Dealt with cases regarding domestic violence and dowry harassment cases
- Researched on maintenance, resolution, separation and guardianship rules
- Assisted for mediation, at the mediation centre
- Attended Family courts and dealt with family matters

Lead Foundation (NGO)

Navi-Mumbai, India

- Conducted classes for children and participated as a volunteer in various workshops held by the foundation