

Charrles Mycchael

Production Coordinator/ Asst Director



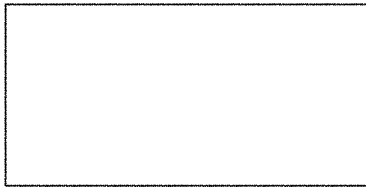
36 years old

Digital Content Producer

On Set - Assistant Director

Production Coordinator

USA, KSA multiple entry visa



ABOUT ME

Charrles is based in Dubai & works as Production Coordinator & AD on Feature Films, Digital Commercials, Reality Tv shows, Documentaries, Music Concerts.
Total 10 years of work experience in Production & AD Dept.

Worked with International Actors i.e Timothée Chalamet, Shah Rukh Khan, Zendaya, Kevin Hart, Saif Ali Khan, Deepika Padukone.

Also worked with International Directors i.e Denis Villeneuve, Neill Blomkamp, Siddharth Anand, Imtiaz Ali.



Resume created on [DoYouBuzz](#)

EXPERIENCES

Dune:Part Two (Assistant Director - Set PA) Feature Film



Epic Films - November 2022 to December 2022

- ▶ Responsible for ON-SET requirement for International AD Team, 1st AD, Director.
- ▶ Prepare Back Page -Main Unit Call Sheet on daily basis, includes coordinating with International HOD's (wrap time, pre-calls) Sending for approval to International UPM.
- ▶ Daily updates storyboards, strips, making sure to be available with key crew on set.
- ▶ Assisting base AD, crowd AD with background extras. Following pre-calls to prepare extras on daily basis.
- ▶ Managing & distributing radios before shoot starts. Wrapping and collecting of radios - total qty: 400-500 radios.

Garn Turismo (Assistant Director - Set PA) Feature Film



Epic Films - December 2022

https://www.youtube.com/watch?v=_jUYYF0VxwM

Content Producer



Dubai World Trade Centre - October 2022

- ▶ Produce over 50 corporate interview with various CEO, Founders, Key Speaker for Gitex 2022. <https://www.gitex.com/>
- ▶ Conduct Live Interviews (Q&A) with Key GITEX speakers, CEO's, Founders at the Event.
- ▶ Supervise & hire team of 10-15 videographers, photographers and crew.

Production Coordinator



Create Production - July 2022 to September 2022

- ▶ <https://visitabudhabi.ae/en>
Stills Campaign -overall Production Coordination between various departments (International crew, casting agency, wardrobe, transport, on-set crew, equipments)
- ▶ Prepare Call sheet on daily basis. Updating & coordinating with HOD's & Producer.
- ▶ Supervising PA's and delegating duties and supporting them overall.

Production Coordinator



Dejavu FZ LLC - January 2022 to April 2022

- ▶ Kevin Hart : Aldar & Yas Island
<https://www.youtube.com/watch?v=7Ufysoxv4Lo>
<https://www.youtube.com/watch?v=F28JEdYP1RI>
- ▶ Ikea - Ramadan
<https://www.youtube.com/watch?v=kOo3dqEHDew>
<https://www.youtube.com/watch?v=6dBxEuo8zfc>
- ▶ Aldar - Blue Moon
<https://www.youtube.com/watch?v=D5YufgZgyKE>
- ▶ STC - Ramadan
<https://www.youtube.com/watch?v=eS2jLIRybgM>
- ▶ Etisalat - Ramadan
<https://www.youtube.com/watch?v=S8uCbENluw0>

Producer (Content & Feature Stories)



Dubai Media Incorporated - July 2021 to October 2021

- ▶ Producing & Directing feature stories for daily episodes.
- ▶ Creating content as per Expo 2020 based themes.
- ▶ Film & research Expo 2020 based content and further to setup shoot and interviews.
- ▶ Create and provide brief for reporters.
- ▶ Research and coordinate guests for ON-AIR interviews.

Pathaan (Production Coordinator-Dubai) Feature Film

Yash Raj Films - January 2021



Overall Production Coordination between International crew & various departments.

Production/ Casting Coordinator

Dejavu FZ LLC - November 2016 to April 2021 - Dubai



- ▶ Overall supervise, scout Cast / Talents / Actors as per requirements of the script.
- ▶ Intense daily coordination with casting agencies (International & UAE)
- ▶ Work closely with Producers & Director, considering changes on daily basis
- ▶ Manage Cast/ Extras/ Talents on shoot

Rental House - Operations Manager

Inhouse Films Fz LLC - May 2019 to October 2020 - Full-time - Dubai - United Arab Emirates



- ▶ Overall In-charge for company operations and shoots.
- ▶ In-depth rental operations of equipment (camera/ lenses/ lights /cranes/ grips)
- ▶ Booking freelance technical crew (DOP/ focus puller/gaffer/key grip/steadicam/sparks)
- ▶ Preparation of quotations/ supplier -vendor coordination's
- ▶ Extensive coordination with producers/production houses on quotes and negotiation.

Digital Content Producer

DTCM - February 2019 to March 2019



- ▶ Producer Digital film for DTCM Food Festival 2019
- ▶ Hire videographers, editors, cast/talents
- ▶ <https://vimeo.com/509383358>

Content Producer - Documentary

Greymatter - January 2016 to January 2019

Episode Producer (Mid Wicket Tales)

Greymatter Entertainment - July 2015 to December 2015 - Mumbai - India



- ▶ Research historical archives as per episodes content
- ▶ Supervise content & post production related to the episode
- ▶ <https://youtu.be/BzBVzvg6ewk?list=PLj4OtCMX4KKCnrx0Uzif2za9iLosLdGSg>

Associate Producer (Mystery Hunters)

BBC Worldwide Pvt Ltd. - March 2012 to August 2012 - Mumbai - India



- ▶ Nominated for best kids show category at the Asian Television Awards 2013.
- ▶ Making the run order & breakdown for the show.
- ▶ Overall responsible for the studio shoots (briefing script to the anchors)
- ▶ Responsible to research facts, location, history, myth and legends related to the story/episode.
- ▶ Responsible for finding professional experts to be featured on the show.

Writer & Director (short film 'Just a Piece of Land')

MAMI Film Festival - August 2009 to September 2009



Official Selection for MAMI Film Festival, India in Dimension 2009

Production Assistant 'Love Aaj Kal' (Hindi feature film)

Illuminati Films - August 2008 to September 2009



- ▶ Created Daily Production Report which helped the Producer & Accounts dept to monitor vendors.
- ▶ Work closely with the executive producer, 1st AD and production team.

- ▶ Booked catering and accommodation for performers and technicians.
- ▶ Overall charge of Promos Delivery during Post-production
- ▶ Worked closely with the Executive Producer for setting up Premiere of the film.

EDUCATION

Master in Journalism & Mass Communication

MUMBAI UNIVERSITY

July 2008 to April 2010

Electronic Media Majors

Bachelors of Arts

ST. XAVIER'S COLLEGE, MUMBAI

July 2004 to April 2007

Majors in Economics & Commerce
Theatre Production & Youth Festivals

Class 12th

MAYO COLLEGE, AJMER, RAJASTHAN

April 2000 to April 2004

Major in Commerce & Psychology
Represented School in State level Basketball and interschool level tournaments

SKILLS

Project Management

Execution



Coordination

Research



Logistics



Creative Solutions



Budget Implementation



Negotiations



INTERESTS

Travel

- ▶ Spirituality (Mediation)
- ▶ Swimming
- ▶ Playing Basketball