

NEHA SHARMA

PROFILE

I have completed my degree in film production at Brunel University. I am an enthusiastic, diplomatic, adaptable, reliable and creative individual. Avid user of Microsoft Office and Final cut pro. Motivated individual able to learn and adapt to multiple crew roles. As well as being a team player, I also work efficiently individually.

ACHIEVEMENTS



Achievement

Film Production Degree- 2:1



Achievement

NCS- 2013 Challenge

INTERESTS



Interest

Screenwriting



Interest

Badminton



Interest

Blogging and Vlogging



Interest

Basketball



Interest

Travelling



Interest

Swimming

EXPERIENCE

June 2022 - Dec 2022 **Filmbankemedia (Warner Bros. Discovery)**

International sales executive , Farringdon

- Manage and process international bookings from both licensees and direct customers.
- Log screening requests, sending clearances/ approvals
- Draft and sending agreements/term sheets, pro-forma invoices
- Handle other ad-hoc admin for Team
- Respond to customer enquires i.e. title checks, explaining license process, answer general enquiries
- Support the International Title-by-Title EMEA team to meet key departmental targets
- Liaise with other departments to ensure all queries are resolved in a timely manner
- Ensure licensees and customers receive all required documentation and communication efficiently.

Jan 2022 - June 2022 **Delmedia UK**

- Digital media Trainee
- Editing
- Content creation
- Ownership across several projects
- Film and design
- Graphic designing-training
- Marketing and branding

2021

Number 9 Films

Intern

- Receptionist
- Script reports
- Newsletter- includes reviews of the latest films, TV, shows, theatre, books.
- Research

LIST

- ✔ Microsoft Office
- ✔ Outlook
- ✔ Adobe Premiere Pro
- ✔ Mac/PC
- ✔ Google Docs
- ✔ Attention To Detail
- ✔ Problem Solver
- ✔ Dedicated Team Player
- ✔ Interpersonal Skills
- ✔ Highly Motivated
- ✔ Adaptability
- ✔ Time Management

CONTACT

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EDUCATION

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| 2021 | Brunel University/ BSC Film Production - 2:1 Uxbridge |
| 2014 | Hammersmith College/ BTEC Health and Social care Level 3- D*DD Hammersmith |
| 2013 | Harrow High School/ GCSE's- 5 Cs Harrow |