



**KRIS
JAIN**



PowerPoint, Word, Excel

Negotiation and contracting

Interpersonal skills

Project management

Languages spoken - English, Hindi



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Dubai, United Arab Emirates

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[https://www.youtube.com/
@Krisjain-featured](https://www.youtube.com/@Krisjain-featured)

[https://www.linkedin.com/in/
krisjain/](https://www.linkedin.com/in-krisjain/)



A strong, tough, independent, self-made woman with a positive attitude at all times. Kristine has experience in working with top clients, critically acclaimed directors and award-winning production houses. She is known for getting jobs done within the budget and timeframe. She has a multitasking, sociable and highly resourceful personality, who goes the extra mile and makes sure she meets the client requirements and runs the show effectively and efficiently.



2012 - 2023 Freelance: Event coordinator | Production Crew Support | Talent acquisition

Responsible for crowd controlling, scanning barcodes and tickets, escorting the VIP's and sponsors, backstage crew. Assisting the show choreographer, backstage and onstage. Hiring hostesses for events and arranging logistics.

- **India Resort fashion week** as backstage crew. (Goa)
- **Sunburn music Festival** as Production crew support. (Goa)
- **Bedashing Event** as an Event Producer. (Dubai)
- **Shogun Enterprise** as casting Director. (Dubai)
- **Star Sports** as talent Acquisition specialist for pro kabaddi and Indian super league. (Mumbai)
- **Varuna D Jani** fashion show as backstage crew. (Mumbai)
- **Luxury Lifestyle** weekend event as an Event coordinator. (Mumbai)

2012 - 2023 Freelance: Location Manager | Production Manager | Casting director | Fixer

- Location Manager: Responsible for sharing the options as per the client's brief and budget, arranging the site visits and tech recces, applying permits and NOC's for the location, assisting the crew with parkings and at the site, on-site supervision for making sure everyone and everything leaves the site in a safe and efficient manner, signing the location's release form and releasing the payment for the location, assisting crew with the logistics.

- Brands: **ADCB Bank, ANB Bank Saudi Arabia, Pan Emirates, Yvoire, Dabur toothpaste, Xiaomi, Cinnabon, Lays, Panasonic, 7up Pakistan, Infinity QX80 Black Edition, Kellogg's, Microsoft, Galileo, Pakistan State Bank, Nova Real Estate, The Box, A day in heaven (short film), Toby Z Monachium (music video), Volkswagen, SixSenses, MG Motors, Veet, Aptamil, TikTok event starring Saif Nabeel and Balqees Fathi, Biofresh Mouthwash, Pure Harvest, MBC with Nancy Ajram and Amr Youssef, Evian, Kilian Hennessy, Pampers, Shield hand sanitizers, Ring by Amazon, Bayer, Ace, Roche, Daman Insurance, Jotun, Wamd, Autotrust by Alrostamani, Collective E-commerce**

- Production Manager: Meeting the production budget requirements, hiring crew, releasing payments and signing agreements, invoices, taking care of logistics with vendors and suppliers, overseeing the preproduction and on-site production. Arranging catering on-site.

- Brands: **Infinity QX80 Black Edition, Evian, Activia yogurt**

- Casting director: Responsible for sharing the casts options as per the brief. Auditioning the shortlisted cast and sharing the shortlisted talents with the director. Arranging fittings for selected models. Negotiating, contracting and sharing the call sheet with the models for the shooting details of the role etc. Coordinating with models on-set during pre-production and production.

- Brands: **Ezkr, Xiaomi, Slaughterbots - Red Cross UK, Home of Sweetz, Aster Hospital, Sephora, Arabian Adventures, Aptamil, Bic Flex, Pifpaf Pakistan, OSN Women's Day, Mitshubishi, PediaSure, Socios Networking, Bic Africa, Biofresh Mouthwash, Mall of the Emirates, Firdaws (short film), Blackberry, Choco Blast, Plymarc, Olay, Hari (short film), Evian, 24 hours series (casting assistant), Blackmail (movie - casting assistant), Xiaomi, Ace Money Exchange, TikTok, Pro Kabbabi and Indian Superleague for Starspots, Ferrari Roma, There will be a tomorrow (short film), HARI (short film)**

- International fixer experience: Responsible for hiring the crew for international clients remotely as per the brief and the budget, supervising the shooting and delivering the raw footage to the client, releasing the payments, negotiating, contracting with the crew and client.

- Brands: **Mitsubishi** corporate film for Saudi Arabia, **NHK Channel Japan: The World Sunrises Tour, HP Speakers series, BVLGARI, The Chinese Footprint Season 2** (TV series)

Production coordinator | Production runner

- Responsible for casting the models. Responsible for production coordinator and assistant to the director for media campaign.

- Brands: **Shurooq Developer, RTA, Mirdiff City Center, Ace Money Exchange**

2009 - 2010 Data Processing Executive - Shiamak Davar International

- Responsible for handling all customer queries and complaints within the established timeframes.
- Interacting with new and existing students and their parents on personal basis and on the phone and during registering.
- Designing banners for the shows.
- Uploading the photos and forms on the system and sharing it with the team at the head-office for ID cards for the students.
- Maintaining the roasters and schedules regarding batches and trainers.



2008 - 2010 L.J. Institute of Business Administration

Bachelor's degree

Hobbies **Traveling, listening to music, badminton, cooking**

• **References upon request** •