

# MOHAMMED SAMEER

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| Planning & Coordinating | Coordinating Artists | Client Services | Client Relationship Management |  
| Team Management | Training & Development | Operating Shotgun | Knowledge of FTP servers |

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## PROFESSIONAL SUMMARY:

I've worked on multiple award winning VFX/CGI Short films as a Production Coordinator over the past years. I have strong understanding of the VFX/CGI Pipeline and Production Pipeline which allows me to easily communicate between artists and management. I have strong working knowledge of Shotgun, Maya, Nuke, and FTP servers. I have excellent interpersonal skills as well as strong understanding of the importance of time management. I am very detail oriented and have no problem leading a team and working with them to problem solve any issues that arise.

## EDUCATION:

- Bachelor of Commerce (B.Com) in Accounting from Bangalore University, India (May 2010)

## WORK EXPERIENCE:

**Production Coordinator @ Xentrix Studios Pvt. Ltd., India**

**Dec 2018 - Oct 2019**

- Build the day-to-day artist based schedule based on the schedule provided by production supervisor, in cooperation with the production supervisor and craft supervisor.
- Understand all project tracking and asset management system and work within such system.
- Work on all the relevant project objectives; communicate them to the crew and ensure all production planning is aligned to the objectives.
- Check and approve all artist timesheets of the craft group on a daily basis.
- Ensure accurate review and meeting notes are recorded and distributed as soon as possible and the relevant production staffs understand any action required from them as a result, including approved changes in brief, method or outcomes.
- Ensure production supervisor is aware of any artist leave request, including issues or concerns with such request.
- Organize review within the framework given by the production supervisor, attend and take accurate notes at group meetings or reviews and any other relevant production meetings.
- Contribute to the setup of tracking and supporting documents as well as weekly production reports.
- Liaise with other department coordinators and crew where appropriate to facilitate the efficient communication and transfer of elements between departments or between Xentrix Studios and its clients.
- Report daily render requirements to facility and technical departments.
- Take on additional responsibilities such as supporting and mentoring PA's or junior coordinators.
- Provide administrative support to the production management team and show supervisors.
- Schedule and track progress of tasks for assigned artists or sequences in the production system
- Track and maintain database of revisions, omits, and shot length changes; notifies the affected crew as needed
- Partner with other Production personnel to ensure shots are scheduled and delivered in a timely manner
- Follow up with artists on a daily basis to ensure task deliveries remain on schedule, communicating any scheduling changes to the appropriate Artists, Supervisors and Production team as needed
- Coordinate all client deliveries, both physical deliveries and digital deliveries via approved Client designated system (Aspera, Signiant, etc), with I/O department (as needed)
- Maintain log of all deliveries
- Manage meeting schedule and walkthroughs for Supervisors, taking and publishing notes for the team
- Responsible for setting up of dailies and all client review sessions in the Screening Room and view stations
- Act as primary point of contact for internal Editorial team
- Complete reference research for elements for Supervisors
- Management any pipeline issues, even across multiple Studios in liaison with other Production Coordinator.
- Generating performance reports per project wise.

**Production Coordinator @ Visual Data Media Services (Contract)****Jul 2018 - Dec 2018**

- Liaise with other department coordinators and crew where appropriate to facilitate the efficient communication and transfer of elements between departments or between VDMS and its clients.
- Provide administrative support to the production management team and show supervisors.
- Schedule and track progress of tasks for assigned artists or sequences in the production system
- Track and maintain database of revisions, omits, and shot length changes; notifies the affected crew as needed
- Coordinating with team leads and artists for getting required working details.
- Project handover to concerned department after completion of the same.
- Responsible for scheduling, allocating assignments for artists.
- Escalating issues during the course of production.
- Take on additional responsibilities such as supporting and mentoring PA's or junior coordinators.
- Provide administrative support to the production management team and show supervisors.
- Schedule and track progress of tasks for assigned artists or sequences in the production system
- Track and maintain database of revisions, omits, and shot length changes; notifies the affected crew as needed
- Track coordinate, implement and resolve all identified technical issues related to production and ensure that production milestones and targets are completed before deadline.
- Ensuring that the necessary time is worked for the position and where extra time to meet deadlines.

**Production Coordinator @ Deluxe Entertainment Services Pvt. Ltd., India****Jun 2013 - May 2018**

- Liaise with other department coordinators and crew where appropriate to facilitate the efficient communication and transfer of elements between departments or between Deluxe Studios and its clients.
- Report daily render requirements to facility and technical departments.
- Take on additional responsibilities such as supporting and mentoring PA's or junior coordinators.
- Provide administrative support to the production management team and show supervisors.
- Schedule and track progress of tasks for assigned artists or sequences in the production system
- Track and maintain database of revisions, omits, and shot length changes; notifies the affected crew as needed
- Partner with other Production personnel to ensure shots are scheduled and delivered in a timely manner
- Follow up with artists on a daily basis to ensure task deliveries remain on schedule, communicating any scheduling changes to the appropriate Artists, Supervisors and Production team as needed
- Coordinate all client deliveries, both physical deliveries and digital deliveries via approved Client designated system (Aspera, Signiant, etc), with I/O department (as needed)
- Maintain log of all deliveries
- Organized dailies, Zoom Calls, Skype and animation breakdown sessions, rounds and meetings, took notes and followed up on information as necessary.
- To coordinate the collection, description, analysis and prioritizing on requests for projects from the client and update them on the projects.
- Track and maintain database of revisions, omits, and shot length changes; notifies the affected crew as needed.
- Responsible for production documentation and planning with production manager.
- Cooperatively working with others and accept direction from supervisors / managers.
- Partner with other production personnel to ensure shots are scheduled and delivered in a timely manner
- Act as primary point of contact for internal Editorial team.
- Follows and enforces all policies and procedures.
- Performs other related responsibilities as requested.
- Coordinating with team leads and artists for getting required work details.
- Complete reference research for elements for Supervisors.
- Took detailed, comprehensive notes and reviewed with lead after dailies/rounds.

**ACHIEVEMENTS**

- Achieved numerous awards such as “Productivity Star”, “Performer Award”, “Achievement Award” & “Quality Star”
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