

Isha Mishra

Email: ishamishra027@gmail.com / Mobile: +91 9717938644 | LinkedIn: <https://www.linkedin.com/in/isha-mishra-893a0a150/>

EDUCATION

Welingkar Institute of Management (We School)

MBA in Human Resource

CGPA: 8.55

2023

School of Open Learning

Bcom Percentage - 73%

2019

EXPERIENCE

Production Coordinator

DOUBLE NEGATIVE

- Ensure quality assurance throughout the production process
- Manage the production team so that scheduled goals are met.
- Plan, schedule, direct, and execute production activities.
- Serving as a point of contact for the production team.
- Checking the inventory level and restocking them as and when required.
- Preparing monthly production reports.

March 2023 - Till now

Remote- India

Production Coordinator

PRISMART PRODUCTIONS

- Handled Assets Department.

June 2022 - Feb 2023

Onsite - Delhi, India

Production Coordinator

PIXSTONE IMAGES

- Handled Comp Department.

Aug2020 -May 2022

Remote - Delhi, India

Production Coordinator

PRIME FOCUS

- Handled Comp Department.

Oct 2018 -July 2020

Onsite - Mumbai, India

PROJECTS

- MALEFICENT 2
- FAST AND FURIOUS 10
- MEG2
- HAUNTED MANSION
- JUMAN JI
- WONDER WOMAN
- ALADDIN
- DUMBO
- THE ADDAMS FAMILY & so many other projects.

ACHIEVEMENTS AND CERTIFICATIONS

- Certified for 'SWIMMER' / National Level
- The program includes English, Computer and Internet Skills, Personality Development, Growth Mindset, Grit, Ethics, Collaboration & Adaptability - Freedom Employability Academy
- Advance Animation - Arena
- Advance Excel - Aptech
- Communication & Public Speaking Skills for Beginners - Udemy
- Excellence in Interpersonal and Public Communication Skills - Udemy
- Presentation Mastery - Udemy

• SKILLS / INTERESTS

Presentation and Soft Skills: MSOffice, Google Slides, Sheets, Communication Skills, Public Speaking

Interests/ Hobbies: Reading Novels, Reading, a bit of interest in Politics, Swimming.