

# Tareq Shuqom

## Production Manager

Over a decade of media production experience in the EMEA region on feature Films, TV Series and ADS, managing productions involving up to 500+ individuals, some of which took place in Italy, Jordan, The United Arab Emirates & The Kingdom Of Saudi Arabia.

**Education:** Bachelor's Degree in Business Administration from Al Ahliyyah Amman University of Jordan.

**IMDB Link:** <https://www.imdb.com/name/nm6314982/>



**Nationality:** Dual Citizenship (Italian & Jordanian)

**Residency:** United Arab Emirates - Golden Visa

**DOB:** 30/09/1988

**Languages:** Italian, Arabic & English

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**Driving License:** A&B (International)

## Work Experience:

### Production Manager & Assistant Production Manager Projects:

#### Production Manager

Apr/2024 – Jun/2024

Amman - Jordan

#### All Before You (Feature Film)

Philistine films / BBC UK

[https://pro.imdb.com/title/tt29271622/?ref=search\\_search\\_search\\_result\\_1](https://pro.imdb.com/title/tt29271622/?ref=search_search_search_result_1)

#### Assistant Production Manager

Apr 2021 – Jun 2021

Amman - Jordan

#### Holy Spider (Feature Film)

The Imaginarium Films / Profile Pictures / ONE TWO

[https://www.imdb.com/title/tt18550140/?ref=ext\\_shr\\_lnk](https://www.imdb.com/title/tt18550140/?ref=ext_shr_lnk)

#### Key Responsibilities:

- Production Planning:** Developed and implemented comprehensive production schedules and budgets, ensuring alignment with project goals and deadlines.
- Resource Management:** Coordinated procurement and allocation of resources, including equipment and personnel, while managing vendor and subcontractor relationships.
- Crew Management:** Recruited, hired, and managed production crew, fostering effective communication and collaboration across departments.
- Budget Oversight:** Monitored and controlled production budgets, tracked expenditures, and prepared financial reports to maintain budgetary compliance.
- Logistics Coordination:** Organized day-to-day production operations, including scheduling, transportation, and accommodations, addressing logistical challenges as they arose.
- Compliance and Safety:** Ensured adherence to legal regulations and industry standards, implementing and enforcing safety protocols to protect personnel and equipment.
- Problem Solving:** Addressed and resolved production issues, such as equipment malfunctions and scheduling conflicts, to maintain project continuity.
- Communication:** Acted as the primary liaison between production teams and external stakeholders, facilitating clear and effective communication.
- Documentation:** Maintained accurate production records, including contracts and permits, and prepared necessary documentation and reports.

## **Coordinator & Assistant Coordinator Projects:**

### **Production Office Coordinator**

**Oct/2023 – Jan/2024**

Lucca - Italy

### **Tower Stories / Lucca Mortis (Feature Film)**

The Family / Facing East / Saga Film / Witfilm

[https://www.imdb.com/title/tt7675204/?ref=fn\\_al\\_tt\\_1](https://www.imdb.com/title/tt7675204/?ref=fn_al_tt_1)

### **Travel & Shipping Coordinator**

**May 2022 – Dec 2022**

Modena – Italy

### **Ferrari (Feature Film)**

Iervolino & Lady Bacardi Ent / Forward Pass / Storyteller productions

[https://www.imdb.com/title/tt3758542/?ref=ext\\_shr\\_lnk](https://www.imdb.com/title/tt3758542/?ref=ext_shr_lnk)

### **Shipping & Equipment Coordinator**

**Jun 2021 – Jan 2022**

Tabuk/Neom – Saudi Arabia

Dubai – UAE

### **Desert Warrior (Feature Film)**

MBC Studios / AGC Studios / Studio Mechanical

[https://www.imdb.com/title/tt13570066/?ref=ext\\_shr\\_lnk](https://www.imdb.com/title/tt13570066/?ref=ext_shr_lnk)

### **Locations Coordinator**

**Feb 2021 – Apr 2021**

Amman/Aqaba - Jordan

### **Moon Knight (TV Series)**

Marvel Studios

[https://www.imdb.com/title/tt9670334/?ref=ext\\_shr\\_lnk](https://www.imdb.com/title/tt9670334/?ref=ext_shr_lnk)

### **Production Office Coordinator**

**Nov 2020 – Jan 2021**

Abu Dhabi - UAE

### **King Of The Ring ( Malek Al Halaba)**

MBC Studios / Image Nation Abu Dhabi / Majed Al Futtaim Cinemas

[https://www.imdb.com/title/tt25789044/?ref=ext\\_shr\\_lnk](https://www.imdb.com/title/tt25789044/?ref=ext_shr_lnk)

### **Assistant Production Office Coordinator**

**Jan 2022 – Apr 2022**

Tabuk/Neom – Saudi Arabia

### **Rise Of The Witches (TV Series)**

MBC Studios

[https://www.imdb.com/title/tt19865034/?ref=ext\\_shr\\_lnk](https://www.imdb.com/title/tt19865034/?ref=ext_shr_lnk)

### **Assistant Production Office Coordinator / Shipping**

**Jan 2019 – May 2019**

Wadi Rum/Amman Jordan

### **Dune Part One (Feature Film)**

Warner Bros / Legendary Entertainment / Villeneuve Films

[https://www.imdb.com/title/tt1160419/?ref=ext\\_shr\\_lnk](https://www.imdb.com/title/tt1160419/?ref=ext_shr_lnk)

## **Key Responsibilities:**

- Production Coordination:** Managed daily production activities, including scheduling, location logistics, and resource allocation, ensuring all departments were supported and deadlines met.
- Schedule Management:** Developed and maintained detailed production schedules, coordinating with department heads and crew to ensure timely task completion.
- Communication:** Acted as the central liaison for cast, crew, vendors, and production teams, facilitating effective communication and ensuring smooth information flow.
- Resource Management:** Coordinated the procurement and allocation of production resources, including equipment and props, and managed inventory.
- Documentation:** Prepared and maintained essential production documentation, such as call sheets and production reports, ensuring accuracy and up-to-date records.
- Logistics and Support:** Arranged travel and accommodations for cast and crew, managed transportation and setup for shoots, and handled on-site logistical challenges.
- Budget and Expenses:** Assisted in tracking production expenses, managing budgets, handling petty cash, and processing invoices in line with production policies.
- Problem Solving:** Addressed and resolved production issues, including scheduling conflicts and logistical challenges, ensuring smooth operations.
- Compliance:** Ensured adherence to legal and industry regulations, including permits and safety protocols, to maintain a safe working environment.
- Administrative Tasks:** Performed administrative duties such as filing, data entry, and office management to support production operations.

## **Key Office PA & PA Projects:**

### **Key Office Production Assistant**

Jan 2020 – Jun 2020

Dubai & Ras Al Khaimah - UAE

### **Key Office Production Assistant**

Jun 2018 – Dec 2018

Wadi Rum/Amman - Jordan

### **Key Office Production Assistant**

Feb 2018 – Mar 2018

Wadi Rum/Amman - Jordan

### **Production Office Assistant**

Oct 2017 – Dec 2017

Wadi Rum/Amman Jordan

### **Production Office Assistant**

Aug 2017 – Sep 2017

Wadi Rum/Amman Jordan

### **Production Office Assistant**

Sep 2015 – Dec 2017

Amman - Jordan

### **Production Office Assistant**

Jun 2015 – Aug 2015

Wadi Rum/Amman Jordan

### **Production Office Assistant**

Mar 2015 – Jun 2015

Wadi Rum/Amman Jordan

### **Production Office Assistant**

Oct 2015 – Dec 2017

Wadi Rum/Amman Jordan

### **Production Office Assistant**

Jul 2014 – Aug 2014

Amman - Jordan

### **Production Office Assistant**

Jul 2013 – Aug 2013

Amman - Jordan

### **The Ambush (Feature Film)**

Imagination Abu Dhabi / AGC Studios

[https://www.imdb.com/title/tt13445076/?ref=ext\\_shr\\_lnk](https://www.imdb.com/title/tt13445076/?ref=ext_shr_lnk)

### **Star Wars: The Rise Of Skywalker**

Walt Disney Films / Lucasfilm / Bad Robot

[https://www.imdb.com/title/tt2527338/?ref=ext\\_shr\\_lnk](https://www.imdb.com/title/tt2527338/?ref=ext_shr_lnk)

### **All The Money In The World (Feature Film)**

Scott Free Productions / Panorama Films / Imperative Entertainment

[https://www.imdb.com/title/tt5294550/?ref=ext\\_shr\\_lnk](https://www.imdb.com/title/tt5294550/?ref=ext_shr_lnk)

### **Aladdin (Feature Film)**

Walt Disney Pictures

[https://www.imdb.com/title/tt6139732/?ref=ext\\_shr\\_lnk](https://www.imdb.com/title/tt6139732/?ref=ext_shr_lnk)

### **Condor (TV Series)**

Apothesisproductions / Paramount Television / MGM television

[https://www.imdb.com/title/tt6510950/?ref=ext\\_shr\\_lnk](https://www.imdb.com/title/tt6510950/?ref=ext_shr_lnk)

### **Sandcastle (Feature Film)**

The Mark Gordon Company / Treehouse Pictures

[https://www.imdb.com/title/tt2582576/?ref=ext\\_shr\\_lnk](https://www.imdb.com/title/tt2582576/?ref=ext_shr_lnk)

### **Hyena Road (Feature Film)**

Rhombus Media / BRON Studios / Buffalo Gal Pictures

[https://www.imdb.com/title/tt4034452/?ref=ext\\_shr\\_lnk](https://www.imdb.com/title/tt4034452/?ref=ext_shr_lnk)

### **The Martian (Feature Film)**

Twentieth Century Fox / Scott Free Productions / TSG Entertainment

[https://www.imdb.com/title/tt3659388/?ref=ext\\_shr\\_lnk](https://www.imdb.com/title/tt3659388/?ref=ext_shr_lnk)

### **Hyena Road (Feature Film)**

Rhombus Media / BRON Studios / Buffalo Gal Pictures

[https://www.imdb.com/title/tt4034452/?ref=ext\\_shr\\_lnk](https://www.imdb.com/title/tt4034452/?ref=ext_shr_lnk)

### **The Weather Inside (Feature Film)**

Cine Plus Filmproduktion / Sutor Kolonko

[https://www.imdb.com/title/tt3751306/?ref=ext\\_shr\\_lnk](https://www.imdb.com/title/tt3751306/?ref=ext_shr_lnk)

### **Rosewater (Feature Film)**

Busboy Productions

[https://www.imdb.com/title/tt2752688/?ref=ext\\_shr\\_lnk](https://www.imdb.com/title/tt2752688/?ref=ext_shr_lnk)

## **Key Responsibilities:**

- Administrative Support:** Managed general office duties including phone calls, email correspondence, and document preparation. Maintained organized filing systems and ensured smooth daily operations.
- Scheduling and Coordination:** Assisted in scheduling meetings, managing calendars for production personnel, and coordinating appointments. Communicated schedule updates and changes effectively.
- Communication:** Served as a primary contact point for production staff, cast, crew, and external stakeholders, facilitating clear and timely communication.
- Office Management:** Oversaw the daily operations of the production office, including managing office supplies, equipment, and maintaining an organized workspace.
- Logistics Assistance:** Coordinated transportation, catering, and accommodation arrangements for cast and crew. Assisted with logistical planning and on-set support.
- Documentation and Reporting:** Prepared and organized production paperwork such as call sheets, reports, and schedules. Ensured accuracy and timely updates of all documentation.
- On-Set Support:** Provided support during production days by distributing scripts, managing on-set communication, and handling background paperwork.
- Problem Solving:** Addressed and resolved administrative and logistical issues, implementing effective solutions to maintain production efficiency.
- Compliance and Safety:** Assisted in ensuring compliance with legal and safety regulations and supported the implementation of safety protocols on set.

## Work Experience In Other Departments:

### Accounting:

#### Accounting Assistant

Nov/2022 – Jan/2023

Dubai – United Arab Emirates

#### Grand Turismo (Feature Film)

Epic Films / Sony Entertainment

[https://www.imdb.com/title/tt4495098/?ref=ext\\_shr\\_lnk](https://www.imdb.com/title/tt4495098/?ref=ext_shr_lnk)

#### **Financial Data Entry and Bookkeeping:**

- Assist with data entry and bookkeeping tasks, including entering invoices, receipts, and production expenses into accounting software or spreadsheets.
- Help reconcile accounts, including bank statements, credit card statements, and petty cash transactions.
- Assist in preparing financial reports, such as cost reports, cash flow statements, and expenditure summaries.

#### **Purchase Order and Invoice Processing:**

- Support the processing of purchase orders and invoices, ensuring accuracy, proper encoding, and timely submission and processing.
- Collaborate with production coordinators and other departments to gather necessary documentation and approvals for purchases.
- Assist in tracking and managing vendor accounts, ensuring payments are made in a timely manner and resolving any payment-related issues.

#### **Payroll Assistance:**

- Help with payroll administration, including collecting and organizing timesheets and filing.
- Assist in verifying hours worked, calculating wages, and ensuring compliance with labor laws and union agreements.

#### **Budget Tracking and Reporting:**

- Support the production accountant in tracking production expenses against the approved budget.
- Help maintain budget spreadsheets and update financial information regularly.

#### **General Accounting Support:**

- Assist in preparing documents for audits, including gathering supporting documentation and organizing financial records.
- Help with administrative tasks such as filing, scanning, and organizing financial paperwork.
- Collaborate with the accounting team to ensure compliance with accounting principles, internal controls, and production accounting policies.
- Serve as a point of contact for cast, crew, and vendors regarding financial matters, providing timely and accurate information.

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## Education:

#### **Bachelors Degree in Business Administration**

Al-Ahliyya Amman University, Amman (Jordan)

#### **IGCSE A2 Level (Scientific Stream)**

**A-Levels:** Al Mashrek International School (Jordan)

**O-Levels:** Amman Academy (Jordan)

(University Of Cambridge, Edexcel International) British Council Amman

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## Core Skills:

**Communication/Negotiation** As an assistant production manager and production co-ordinator I handle all aspects of the film productions I work on, dealing with talent and crew to meet their needs, as well as various vendors and government entities in order to provide the producers with their needs.

**Organisation** As a travel, shipping, locations and production co-ordinator. I have experience in planning, building and distributing schedules for all stages of production; I also manage all travel and shipping required.

**Leadership/Teamwork** I often lead a team of production assistants in order to fulfil the production requirements by delegating and working with them on various tasks.

**Research** I am often required to research locations, costumes, props, weapons and the political context during certain time periods in certain countries including Jordan, Iraq, Afghanistan, Saudi Arabia, United Arab Emirates and Italian order to ensure accuracy.

**Analytical Problem Solving** Obstacles are inevitable when expecting to complete a film production in a specific period of time, working under that amount of pressure. Often in remote areas, has given me the ability to foresee problems that we might face and understand how they can be prevented.

**Communicate** perfectly in 3 different languages. Italian, Arabic and English.

**Eager, dedicated and reliable individual.**