



RIJA KHAN

FREELANCE | PRODUCTION | ASSISTANT DIRECTOR

OBJECTIVE

I am a highly professional and passionate film maker with 6 years of experience in the U.A.E. Self-motivated, enthusiastic personality with strong communication skills to lead the team. I am capable of working in a multilingual setting and I am proficient in - English, Arabic, Urdu and Hindi. My ambition is to become a director of

PROFESSIONAL EXPERIENCE

REAL IMPACT – MASTERCHEF INDIA

2023

PRODUCTION MANAGER

- ❖ All logistics for international team & local team of 350
- ❖ Hiring of crew & cast
- ❖ Assistant to the Producer & Director
- ❖ Making contracts
- ❖ Hiring & sourcing equipment's (both rental & purchase)
- ❖ Scouting/Recce
- ❖ Registration for passes
- ❖ Coordinating with Finance Team & Budgeting
- ❖ POC for the International Team of 200

HANZO FILMS – AUDI

2023

PRODUCER

- ❖ All logistics
- ❖ Hiring of crew & cast, location permits
- ❖ Budgeting & Finance
- ❖ Management of set & production
- ❖ POC for the Client

THIRTEEN01 PRODUCTIONS – ASTON MARTIN

2023

PRODUCTION MANAGER

- ❖ All logistics
- ❖ Hiring of crew & cast
- ❖ Assistant to the Producer & Director
- ❖ Making contracts

CONTACT

+97154 34 47 418

rija-khan

therijakhan@gmail.com

msrijakhan

EDUCATION

BACHELORS

Middlesex University
Journalism & Media
2017

HIGH SCHOOL

Abu Dhabi International School
2011
S N Educational Research &
Examination Board
2012-2014

SECONDARY

Al Rayan International School
2010

*Two Four 54 Freelance License
Holder*



PROFESSIONAL EXPERIENCE

THIRTEEN01 PRODUCTIONS – ASTON MARTIN (Cont)

2023

PRODUCTION MANAGER

- ❖ Hiring & sourcing equipment's (both rental & purchase)
- ❖ Scouting
- ❖ Registration for passes
- ❖ Coordinating with Finance Team & Budgeting

BOOMTOWN – CENOMI

2022

PRODUCTION MANAGER

- ❖ All logistics
- ❖ Hiring of crew & cast
- ❖ Assistant to the Producer & Director
- ❖ Registration for passes
- ❖ Coordinating with Finance Team & Budgeting
- ❖ Management of set & production

DÉJÀ VU – SAADIYAT ISLAND

2022

PRODUCTION COORDINATOR

- ❖ Hiring of crew & cast
- ❖ Assistant to the PM & Director
- ❖ Hiring & sourcing equipment's (both rental & purchase)
- ❖ Location permits & documentation
- ❖ Logistics for the crew & cast, POC

THIRTEEN01 PRODUCTIONS – ASTON MARTIN

2022

PRODUCTION MANAGER

- ❖ All logistics
- ❖ Hiring of crew & cast
- ❖ Assistant to the Producer & Director
- ❖ Making contracts
- ❖ Hiring & sourcing equipment's (both rental & purchase)
- ❖ Scouting
- ❖ Registration for passes
- ❖ Coordinating with Finance Team & Budgeting

SEEME PRODUCTIONS – PURE HEALTH

2022

PRODUCTION MANAGER

- ❖ Logistics & Budgeting
- ❖ Hiring of crew & cast
- ❖ Assistant to the Producer & Director
- ❖ Making contracts, Daily Prep Scheduling
- ❖ Hiring & sourcing equipment's (both rental & purchase)
- ❖ Location permits & documentation

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SKILLS

- Adobe Indesign
- Adobe Photoshop
- Adobe Premier Pro
- Photo/Videography
- Efficiency
- Process Improvement
- Crew Instructions
- Call Sheets
- Daily Prep Schedules
- Budgeting & Financing
- Blogging
- Film-maker
- Visa processing
- Sourcing fixers
- Location Permits
- Final cut pro



PROFESSIONAL EXPERIENCE

ELITE FILMS – 7UP PAKISTAN

2022

2ND ASSISTANT DIRECTOR

- ❖ Handling the cast and crowd on/off set
- ❖ Setting & directing the cast, crowd & picture vehicle
- ❖ Coordinating with Director, 1st AD, Art, Casting, Costume, Make-up
- ❖ Making Call Sheets
- ❖ POC for all directorial logistics

SALUKI MEDIA – MULTIPLE COMMERCIALS/EVENTS

2022

PRODUCTION COORDINATOR – ON/OFF THROUGH OUT THE YEAR

- ❖ All logistics
- ❖ Hiring of crew, cast, transport
- ❖ Assistant to the Producer & Director
- ❖ Making contracts
- ❖ Hiring & sourcing equipment's (both rental & purchase)
- ❖ Scouting
- ❖ Registration for passes
- ❖ PO, Quotations & Invoices of crew, cast and equipment
- ❖ Coordinating with Finance Team

BLIPPI – MOONBUG PRODUCTION, USA

2022

PRODUCTION

- ❖ Arranging PCR and registration for passes/entry
- ❖ Scouting
- ❖ Enforcing covid protocol off/on set.
- ❖ PO System, Invoicing, PC
- ❖ Coordinating with all the HOD's and providing the required-on/off set
- ❖ Assisting to the Producer & Director
- ❖ Coordinating with all the departments and suppliers.
- ❖ Point of Contact for Catering/Transport/Locations

LAST LIGHT – EPIC FILMS

2022

COVID TESTING COORDINATOR

- ❖ Hiring multiple vendors for different cities, sourcing and distributing covid supplies.
- ❖ Micro Scheduling with the surge in omicron variant
- ❖ Enforcing covid protocol off/on set.
- ❖ PO System, Invoicing, PC
- ❖ Coordinating with all the HOD's and talking to every isolating crew/cast
- ❖ If positive, making the required arrangements.

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rija-khan

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REFERENCES

Theuns Du Plessis

+97156 809 72 49

Jay Williams

+97156 241 99 63

Faisal Amin

+97152 829 54 28

PROFESSIONAL EXPERIENCE



YELLOW BUS

2021

3RD ASSISTANT DIRECTOR

- ❖ Handling the cast and crowd on/off set
- ❖ Setting & directing the cast, crowd & picture vehicle
- ❖ Coordinating with 1st / 2nd AD, Casting Dept. Costume, Make-up
- ❖ Helping the 2nd with Call Sheets logistics.
- ❖ Responsible for receiving & sending off the cast & crowd pre/post shoot

SALUKI MEDIA

2021

PRODUCTION COORDINATOR (4 MONTHS CONTRACT)

- ❖ All logistics for ADNOC
- ❖ Hiring of crew, cast, transport
- ❖ Assistant to the Producer & Director
- ❖ Making contracts
- ❖ Hiring & sourcing equipment's (both rental & purchase)
- ❖ Permits
- ❖ Hotel booking, local & international crew travel
- ❖ Visa processing

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- 📷 msrijakhan

GOOD STILLS – *Aldar Properties*

2021

PRODUCTION COORDINATOR

- ❖ Transport, Hiring of crew & cast
- ❖ Catering Department, Hotel bookings, local/International crew travel.
- ❖ Responsible for receiving & sending off the cast & crowd pre/post shoot

BORIS MICKA ASSOCIATES FZ LLC

2021

3RD ASSISTANT DIRECTOR

- ❖ Handling the cast and crowd on/off set
- ❖ Setting & directing the cast crowd
- ❖ Coordinating with 1st AD, Casting Dept. Costume, Make-up
- ❖ Providing the required-on set
- ❖ Responsible for receiving & sending off the cast & crowd pre/post shoot

JOY FILMS – YOUNG EMIRATI'S DOCUMENTARY

2021

STYLIST/CHAPERONE OF ANCHOR – FATIMA AL KAABI

- ❖ Chaperone of the anchor – Fatima Al Kaabi
- ❖ Styling Fatima Al Kaabi
- ❖ Coordinating with 1st AD, Make-up for the anchor
- ❖ POC of the anchor



PROFESSIONAL EXPERIENCE

THE LITTLE HEARTS

2021

2nd ASSISTANT DIRECTOR

- ❖ Handling the cast and crowd on/off set
- ❖ Setting & directing the cast and crowd
- ❖ Coordinating with director & 1st AD, Casting Dept., Make-up
- ❖ Providing the required-on set
- ❖ Set Decorator, Costume/Styling
- ❖ Preparing the cast and crowd

MISSION IMPOSSIBLE 7

2021

SET P.A

- ❖ Handling the crowd on/off set
- ❖ Setting & directing the crowd as per 3rd AD
- ❖ Coordinating with 2nd AD, Casting Dept, Costume, Make-up
- ❖ Providing the required-on set
- ❖ Responsible for receiving & sending off the crowd pre/post shoot

THE FOUL KING - MBC

2020

PRODUCTION COORDINATOR

- ❖ Catering Management, Transport Management, Casting
- ❖ Daily Prep Scheduling
- ❖ All logistics for Crew & Cast – International & Local
- ❖ Point of Contact
- ❖ Budgeting

BUNTY AUR BUBLI 2.0 - 2454

2020

Production Assistant

- ❖ Catering Management
- ❖ Scheduling/executing timesheet for crew
- ❖ Main point of contact
- ❖ Purchasing the required
- ❖ Runner

ABU DHABI TOURISM

2019

Production Assistant

- ❖ Catering & set management
- ❖ Scheduling/executing timesheet for crew
- ❖ Main point of contact
- ❖ Purchasing the required
- ❖ Payment accounts for crew & cast / budgeting

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PROFESSIONAL EXPERIENCE

LAXMI BOMB

2019

Set P.A

- ❖ Handling the actors on/off set
- ❖ Preparing and providing the casting crew on set as required by the director
- ❖ Managing accounts of each actor and submitting it to the Casting Manager
- ❖ Main point of contact in regards to the actors
- ❖ Planning/Execution of scheduling for crew

DIGITAL ZOMATO COMMERCIAL

2019

Production Assistant

- ❖ Catering & set management
- ❖ Scheduling/executing timesheet for crew
- ❖ Main point of contact
- ❖ Purchasing the required
- ❖ Accounts for crew & cast

THE MISFITS

2019

Set P.A

- ❖ Handling the actors on/off set
- ❖ Management of Cast A, Principle Cast and backgrounds pre/post shoot
- ❖ Coordinating with Wardrobe, Make-up team and preparing the cast as per the call sheet
- ❖ Main point of contact in regards to the actors
- ❖ Scheduling/executing timesheet for actors/shot as requested

RACE 3

2017

Casting Coordinator

- ❖ Handling the crowd on/off set
- ❖ Preparing and supervising the extras and features on set as required by the 3rd Assistant Director
- ❖ Coordinating with Set P.A
- ❖ Coordinating with Costume & Make-up Department

TIGER ZINDA HAI

2017

Casting Coordinator

- ❖ Handling the crowd on/off set
- ❖ Preparing and supervising the extras and features on set as required by the 3rd Assistant Director
- ❖ Coordinating with Set P.A
- ❖ Coordinating with Costume & Make-up Department

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