



NADINE ALGHANDOUR

PODUCER / SENIOR OPERATION MANAGER

EXPERIENCE

PRODUCER (SENIOR OPERATION AND LOGISTICS MANAGER)

MBC GROUP/SADAF | 2023 - Present

- Content creation and Script editor
- Directing main stories and characters
- Cast and Crew Selection
- Budget- Creating and monitoring
- Quality control
- Client Relation
- Facilitate the acquisition of official documents for foreign nationals, including visas and work permits, ensuring adherence to specific requirements and timelines.
- Oversee Customs Clearance Services
- Negotiate transportation deals with trucks, cars and caravans services to guarantee efficient transportation for projects.
- Manage storage operations for filming equipment, props, costumes, and other materials, optimizing space and ensuring proper organization.
- Manage shooting locations,
- Oversee shooting studio operations, managing construction, safety, and logistics.
- Provide financial services and rebates as required.
- Facilitate insurance services for the Project along with freelancers workmen insurance.
- Collaborate closely with the health and safety departments ensuring strict adherence to regulations and guidelines.
- Finalize agreements with actors, negotiating terms and conditions in alignment with production requirements.
- Collaborate with legal teams to ensure contracts are accurate, compliant, and reflective of mutual expectations.

PROFILE

Dedicated Producer & Senior Operation Manager with 15 years of experience in management, organization and communication. Highly skilled in planning, coordinating and executing a production piece in an organization to ensure that the final result is delivered efficiently, on time, within budget and according to standards.

CONTACT

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SKILLS

Language

Arabic	██████████
French	██████████
English	██████████

Skills

Organization	██████████
Multitasking	██████████
Management	██████████

PROJECTS

- COMPOUND 75
- Al Mirath (Mansoor and Yasmeen)
- Bloopers (Al Mirath)
- AL MIRATH (SEASONS 1, 2 AND 3)
- KINDNESS LIVES ON (DU PROMO)
- TIGER 2 (BOLLYWOOD MOVIE)
- RED LABEL TEA (TVC)
- AL KHAYALA (TV SHOW)
- SHARJAH FISH MARKET
- ON BORROWED TIME (MOVIE)
- AHLAM ALA WARAQ (TV SERIES)
- NADMAN, AHMAD SULTAN (MUSIC VIDEO)
- QALB AL ADALAH (TV SERIES)
- FOFO FIGGILY'S SHOW
- NAS 2015 (TVC)
- ZAYED FIRST (DOCUDRAMA)

PRODUCER / OPERATION MANAGER

MBC GROUP/SADAF | 2018 - 2023

The Management in film production is responsible for managing and coordinating all operational activities related to the production of films or other visual media. This role involves overseeing logistics, budgeting, scheduling, and ensuring that production processes run efficiently to meet project deadlines and quality standards.

- Production Planning and Coordination.
- Budget Creating & Management.
- Resource Management.
- Logistics and Operations.
- Risk Assessment and Mitigation.
- Quality Control.
- Team Management.
- Documentation and Reporting.

ADMINISTRATIVE COORDINATOR, DAMA PRODUCTION

O3 PRODUCTIONS/MBC GROUP | 2017 - 2018

- Follow up on all production contracts with 100% accuracy and ensure commercial terms are accurate, correct template and non-template classification is correct and that necessary approvals, and signatures are made on time - without jeopardizing project status, resources or talent.
- Provide contractual support to the production team with 100% accuracy. Coordinate all the essential administrative / contractual support for the production team. Ensure that all relevant contracts are processed through the system and conduct bi-monthly contract update meeting with key production, finance, and support and operations staff.
- Provide administrative support to the production team including but not limited to aligning with and communicating with all internal MBC departments (finance, legal, procurement and HR) to ensure fast processing of approvals and documentation internally - with 100% accuracy. Coordinate all the essential administrative / contractual support for the production team. Take part in the process mapping and workflow initiative which includes timely involvement and assistance to the teams in Dubai and Cairo to help them in the planning and development phases of contracting, shared drive management and also understanding of existing and new policies.

PRODUCER

MTP PRODUCTIONS | 2015 - 2017

- Coordinated the work in various productions and organized logistics and relationship between clients and agents.
- Assisted in administrative work and preparations for the project Organized meetings with prospective clients and discuss services provided by the company.
- Ensured implementation and adherence to health and safety procedures.
- Implemented and enforced quality control and tracking programs to meet quality objectives.
- Analyzed production and quality control to detect and correct problems.
- Determined and implemented improvements to the production process.

LOGISTICS MANAGER

LAMINATI PRODOTTI FZCO | 2013 - 2015

- Used IT systems to manage stock levels, delivery times and transport costs. Coordinated and controlled the order cycle and evaluated performance and quality.
- Developed business by gaining new contracts, analysing logistical problems and building new solutions including expansion into e-commerce while also developing business performance within the constraints of legislation, fuel costs and rising environmental pressures.

SENIOR DHS (DEPARTMENT OF HOMELAND SECURITY), US ASSISTANT

International Organization of Migration (Damascus, Syria) | 2008 - 2010

- Acted as primary contact person for DHS team.
- Coordinated the schedules and the daily workload with the DHS Team leader and reported on a continuous basis to senior.

CUSTOMER SERVICE AGENT

CARGOLUX AIRLINES | 2000 - 2008

- Supervised and managed a team of people while organizing work schedules and issued shipping instructions to ensure delivery times and locations are coordinated while managing the budgets.

EDUCATION

BACHELOR'S DEGREE IN FRENCH LITERATURE

Damascus University of Letters | 2000 - 2007

BACCALAUREATE

Damascus University of Letters | 1999 - 2000