



Integrated Operations Senior Executive with 07 years and 08 months experience in the Media Industry Space. Specialties includes 'Supervising Team, Coordinating with various internal and external departments, vendors and Global Teams, daily and weekly reporting of receiving and processing of final contents, educating new vendor etc. A Team Leader, Team Player, Supervisor etc. Recognized for accuracy and perfection with keen sense and sincerity to achieve goals, ensure operational efficiency, and competing tasks or projects within allotted time limits.

RAJISH RAJENDRA MENON

Phone:

+971 547 821 929

+91 9619 444 322

E-Mail:

rajishrmenon@yahoo.in

Skill Highlights

- MS Office
- Final Cut Pro
- Adobe Premier Pro
- After Effects (Basic)
- Project management
- Good and Effective Communication
- Strong decision maker
- Complex problem solver
- Multitasked
- Fast Learner
- MAC & Windows OS Knowledge
- Innovative
- Service-focused
- Willing to adopt new challenges and responsibilities

Languages

English
Hindi
Malayalam
Tamil

Experiences

Senior Executive - Disney India Broadcast Private Limited, Mumbai, India

- Coordination with various departments, partners and Vendors.
- Scheduling Work.
- Educating Vendors and Coworkers for smooth and error free workflow.
- Weekly tracking and Reporting to concerned departments.
- Final Report submission to Production Management team for Final Payments.
- Asset Management.
- Team Supervising.

Executive - UTV Entertainment Private Limited, Mumbai, India

- Coordination with various departments.
- Weekly tracking and Reporting to concerned departments.
- Asset Management.
- Executing and managing of all daily sponsor tags for on airing.

Education

- Executive MBA - Mass Communication and Advertising Management - **NIBM**
- B.Com - **Bharathiyar University**
- HSE (Science) - **B.S.S.H.S.S**
- S.S.L.C - **Chinamaya Vidhyalaya**

Personal Details

Date of Birth: 23rd November 1985

Passport Number: M6851622