

USMAN N

B.com Corporate Secretary ship

Mobile: 8523914140

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Career Objective

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a graduate to grow while fulfilling organizational goals.

Education

THE NEW COLLEGE	60%	2018
INDO-AMERICAN MT HR SCHOOL	65%	2015
BHARATHIDASAN MT HR SCHOOL	70%	2013

Sun Network Ltd (NOV 2019 - JAN 2023)

Job Responsibilities

- Standard-Definition(SD) and High- Definition(HD) GEC AND NONGEC Channels Handling
- Scheduling the Advertisement with help of ASO Server
- Release orders(R.O) booking with help of SAP tool
- Coordinating with Agency, Sales and Clients for to bring the best advertisement to promote on their product with Prime
- Times Daily basis I need to do an Inventory Report across all Regional channels part of Sun Network and Send as a report to the management.
- Provide the regular basis of report to the agency
- To generate the invoice copy to Agency

- Handling 2 channels and Aired Advertisement it's my responsibility
- Establish and build strong working relationship with agency HUL, ITC, MADISON, WIPRO, GROUPEM.

Qube Cinema Technologies (JAN 2023 - Present)

Job Responsibilities

- Releasing orders for theatres and follow up.
- Using the ERP software.
- Making occupancy report to know the available space for interval and preshow.
- Releasing Govt orders with premium position through the report exported from ERP.
- Provide the regular basis of report to the agency
- Coordinating with agency, sales and clients to bring the best advertisement to promote on their product with Prime.
- Sending the inspection pass to client if requested.
- Making sure of removing or position change of Ads from the theatre. If the complaint raised by the theatre owners.
- Schedule the trailer in perfect slots.

Technical skills

- Tally
- Graphic Designer

Language Known

- Tamil (R, S, W)
- English (R, S, W)
- Hindi (S)
- Urdu (S)

Competencies

- Good team player.

- Organized and well-structured at work.
- Independent and self-motivated.
- Committed to deadlines and schedules. □ Good written / communication skill.
- Confident, Enthusiastic and dynamic

Personal Details

Date of Birth - 05-01-1998
Father's Name - Mr. Nooran R
Marital Status - Unmarried
Nationality - Indian
Religion - Muslim
Address - C-137, Mahaindra happinest, Paruthipattu, Avadi,
Chennai-71

Declaration

I do hereby declare that the above information is true to the best of my knowledge.

Place:

Date:

USMAN N