

NIKITA JAISWAL

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UAE GOLDEN VISA HOLDER

WORK EXPERIENCE

APOC Travel & Living

[Movie: Dune : Part Three] <i>Director: Denis Villeneuve Cast: Zendaya, Timothée Chalamet, Jason Momoa</i>	Epic Films Legendary Entertainment	AUG - NOV 2025
[Movie: F1] <i>Director: Joseph Kosinski Cast: Brad Pitt, Javier Bardem, Damson Idris</i>	Epic Films SDTA Production Apple	OCT 2023 - APR 2024
[Movie: Now You See Me : Now You Don't] <i>Director: Ruben Fleischer Cast: Jesse Eisenberg, Woody Harrelson, Dave Franco</i>	Epic Films Lionsgate	AUG - NOV 2024
[Movie: Vanguard] <i>Director: Stanley Tong Cast: Jackie Chan, Yang Yang</i>	Shanghai Lix Ent Alkatraz Production	JAN - APR 2019

- Managed all Travel & Living logistics for international and domestic use, including commercial and charter flights, VIP Terminals, manifests, airport lounges, meet & greet services, and ATL travel requirements for all cast and crew, local and international of up to 700 personnel.
- Coordinated accommodation, travel itineraries and room allocations across multiple filming locations.
- Sourced and managed all accommodations while maintaining strong supplier and vendor relationships.
- Reviewed contracts and worked within departmental budget requirements with Producers and the Financial Controller.
- Liaised daily with departments, security, catering and external suppliers to ensure seamless operations.
- Maintained accurate travel trackers, accommodation databases, budget sheets, and production logistics documentation and wrap logs to reconcile all T&L costs.

Production Coordinator

[Movie: Tom Clancy's Jack Ryan : Ghost War] <i>Director: Andrew Bernstein Cast: John Krasinski, Wendell Pierce, Sienna Miller</i>	Epic Films RHD UK Prod Amazon Studios	DEC - MAR 2025
[Movie: Gran Turismo] <i>Director: Neill Blomkamp Cast: Orlando Bloom, David Harbour</i>	Epic Films Columbia Pictures Sony	OCT - DEC 2022

- Managed the day-to-day operations of the Production Office, overseeing administration and supporting all departments to ensure the office operated efficiently.
- Served as the primary point of contact for crew, liaising closely with international production teams and Heads of Department.
- Coordinated crew onboarding, including deal memos, NDAs, crew lists, contracts and production documentation.
- Oversaw travel, accommodation, visas, permits, transport and logistical requirements for cast and crew.
- Issued production memos and updates via Synchronize.
- Submitted weekly crew timesheets for approval.
- Raised digital purchase orders and maintained the running of the Production office within budget.
- Purchased assets required by international & local crew.
- Maintained relationships with local suppliers and vendors, sourcing production services and resolving operational requirements.
- Coordinated production wrap, including asset sales, returns and office close-down procedure and Wrap memos.

Assistant to Cast #1

[Movie : 6 Underground]

Skydance | Netflix | Twofour54

OCT - DEC 2018

Director: Michael Bay | Cast: Ryan Reynolds

- A-Z handling: including all on-set duties, diary-scheduling, meeting and event planning, handling all accommodation and private flights, and logistics of all venues. Working round-the-clock.
- Handling, buying and reconciling all expenses + inventory, and managing allocated budgets per dept.
- Managing and liaising with Intl Head of Security, Head of Kitchen; Head of Transport and PR teams and responsible for hiring local staff members.
- Liaising on day-day basis with department Heads; including Director, Producer, Production, Finance and Travel.
- Handling all correspondence directed to the employer via email and phone and acted as primary point of contact.
- Issuing deal memos to all local crew, and closing crew weekly timecards + expense sheets to Accounts.

Freelance Producer

Dejavu | Boomtown Productions | Sahi Media | Joy Films
Beiersdorf Middle East

- Putting together creative and talented crew (UAE, KSA, Lebanon, Morocco, Italy)
- Being responsible of all aspects on a film's production, turning story ideas into profitable films
- Quoting, budgeting and managing all financial aspects including scheduling and negotiating
- Post-Production Supervisor and Client-servicing, including overseas work with Windmill Lane, Dublin

Freelance Production Manager

Huda Beauty | Kayali | Toast | Create | DéjàVu | Boomtown
Productions | VIP Films | Bigfoot Films | electriclimefilms |
Camouflage Films | Tomorrow Film | Netflix | Joy Films | Rush Films
| Stoked Films | Big Kahuna Films

- Handling all production aspects and practicalities on and off set to ensure running a smooth production
- Managing the production budget and Client-servicing
- Scheduling shoots and negotiating hire of all crew and equipment, with having fully equipped knowledge of all suppliers / vendors in the UAE
- Supervising the Production team and all departments and overseeing the daily operation of the Production Office
- Ensuring all travel, accommodation, visas, permits and schedules are in place
- Reconciling wrap and closing each project

EDUCATION, SKILLS AND LANGUAGES

- ❖❖ Queen Mary, University of London, Bachelorette degree English Language and Linguistics - Upper Second-Class Honors [2:1]
- ❖❖ English - Native Speaker
- ❖❖ Hindi - Intermediate Level
- ❖❖ Spanish - Basic Communications Skills
- ❖❖ IT Literate-Excel, Word, Power Point, Mac, Windows, E-mail, Outlook
- ❖❖ Leadership; Client management; team management
- ❖❖ Excellent interpersonal, social and communication skills
- ❖❖ Creativity; Intuitive
- ❖❖ Excellent written and verbal communication skills
- ❖❖ Flexibility; able to work around the clock
- ❖❖ Time Management; Stress Tolerance
- ❖❖ Planning and Organizing
- ❖❖ British UK Passport
- ❖❖ UAE Golden Visa Holder

REFERENCES AVAILABLE UPON REQUEST