



JINAN ARAFAT

PRODUCER

15 FEB. 1992



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SUMMARY

With over a decade of professional experience, I bring a comprehensive background in overseeing the production of feature films, documentaries, commercials, and various other media formats. Throughout my career, I have consistently demonstrated exceptional organizational skills and a proven record of successful project delivery. Transitioning from a line producer to a producer role, I have effectively managed and coordinated diverse teams, budgets, and schedules with ease. My extensive knowledge of production workflows, coupled with my expertise in collaborating with actors and talent, has been instrumental in achieving remarkable outcomes. Furthermore, I excel in developing innovative solutions to address complex production challenges. As a diligent and committed professional, I take immense pride in consistently delivering high-quality results within established timelines and budgets.

EDUCATION

Bachelor of Art
American University of
Science and Technology
(AUST)
Beirut, Lebanon

EXPERTISE

- Film Production
- Time Management
- Problem Solving
- Critical Thinking
- Communication Skills
- Team Leadership
- Negotiation

LANGUAGE

- English
- Arabic



WORK EXPERIENCE

Line Producer

Freelance

As a freelance Line Producer in Lebanon, Egypt, Moscow, and Istanbul from 2014 to 2021, I managed budgets, logistics, and production processes for film and television projects. My role ensured projects were completed successfully while respecting cultural nuances and industry dynamics.

Responsibilities:

- Budget management
- Production planning
- Location scouting
- Crew hiring
- Legal and permits
- Financial reporting
- Problem-solving
- Post-production support
- Cultural sensitivity

2014

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2021

Producer – PPM

Freelance

Production House Producer at PPM (Production & Project Management) in Riyadh, Saudi Arabia, I oversee end-to-end production, manage budgets, and lead teams to deliver high-quality audiovisual projects. My experience, leadership, and industry knowledge contribute to PPM's reputation as a top production house.

Responsibilities:

- Lead and manage production projects from concept to delivery.
- Build strong client relationships and translate their vision into successful productions.
- Assemble and lead production teams.
- Budget management and negotiation.
- Contribute creative ideas and ensure high-quality production.
- Ensure legal compliance and permits.
- Stay updated on industry trends and technologies.
- Implement quality control and risk mitigation.
- Collaborate with post-production teams.
- Analyze market trends and identify growth opportunities.

2021

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2022

RESPONSIBILITIES

- Synthesized and monitored the production plan to ensure a seamless filming process within specified timelines.
- Conducted research for program content, aligning ideas with budget constraints and presenting findings to the director for approval.
- Prepared all crew and cast legal documentation to satisfy all parties involved.
- Orchestrated pre-production meetings, ensuring the fulfillment of producer, director, cast, and crew requirements.
- Expertly resolved on-set complications resulting from unexpected decisions, events, or modifications to the PPM.

HOBBIES

- Photography
- Painting / Sketching
- Creating & Directing Music Videos
- Exploring Cultures



WORK EXPERIENCE

Agency Producer – FP7 / Momentum DXB

Freelance

As an Advertising Agency Producer at Craft Worldwide in Dubai, I spearheaded production services for FP7 DXB and Momentum DXB, delivering innovative and effective advertising campaigns. My role was marked by strategic collaboration, precise project management, and a commitment to elevating brands in the dynamic Dubai market.

Responsibilities:

- Managed end-to-end advertising production services for FP7 DXB and Momentum DXB clients.
- Collaborated closely with creative teams to translate concepts into impactful campaigns.
- Oversaw budgeting, resource allocation, and financial management for projects.
- Ensured compliance with legal and industry standards.
- Facilitated efficient communication between agency, clients, and vendors.
- Orchestrated successful campaign launches and delivery on time and within budget.
- Navigated the fast-paced Dubai advertising landscape, identifying trends and opportunities for client growth.

Producer – COP 28

Freelance

As a producer at COP28-UAE that happened in EXPO Dubai City with Hi Impact, I oversaw pavilions and coordinated all aspects of live stream, audio, and visuals.

Producer – Goldmine Films

Freelance

As a freelance producer with Goldmine Films, I managed a project in Riyadh, Saudi Arabia. My responsibilities included overseeing various aspects of production and handling tasks such as coordinating schedules, managing budgets, liaising with clients, and ensuring smooth operations throughout the filming process.

Agency Senior Producer – Grey DXB

Freelance

As the Agency Senior Producer with Grey DXB, I oversee the entire lifecycle of advertising projects, from concept to delivery. I collaborate with clients, internal teams, and vendors to ensure seamless execution and exceptional results. I manage budgets, and maintain quality standards to drive project success.

Producer – La Doble

Freelance

As a freelance producer with La Doble, an Argentinian production company, I serve as their project-based producer in the UAE, managing budgets and coordinating the production process.



REFERENCES

MANASVI

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