

Maahi Kaur

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<https://www.imdb.com/name/nm5323970/>

PERSONAL PROFILE

I have worked in the Finance industry for 7 years before I embarked on my journey in the Film Industry in 2012. I'm skilled & have extensive experience from pre- to post-production on union and non-union projects.

LICENSE/UNION/CERTIFICATE

VPA, ACFC West, IATSE 891(Permittee), Class 4 Driver License, OFA Level 1, WHMIS 2015, Motion Picture Safety 10, Food Safe Level 1

SKILLS AND ABILITIES

- Comprehensive production and post-production coordination: scheduling, budgeting, organizing meetings, managing dailies, end credits, ADR, finishing, and E&O insurance.
- Licensing expertise for stock footage, equipment rentals, transportation, and immigration processes.
- Strong organizational skills: preparing call sheets, cast & crew lists, travel arrangements, quotes & invoices, and facilitating smooth communication between departments.
- Core strengths: loyalty, adaptability, attention to detail, problem-solving, communication, teamwork, and time management.

SOFTWARE SKILLS

- Adobe Acrobat, Google Drive, Dropbox
- Smart & Digital PO, Final Draft & FCP
- Movie Magic Budgeting & Scheduling
- Microsoft Office
- Croo gloo, Pix, Moxion, Aspera

EDUCATION

Diploma in Computerized Accounting
CDI College – Toronto

Diploma in Advanced English, Calculus & Finance
Cambridge International College –Toronto

Masters in Human Genetics
GND University – Punjab, India

International Film Festivals & Markets

I've attended many International Film Festivals and markets, such as BANFF, Cannes Film Festival, Marche Du Cannes, TIFF, FilmMart, Film Bazaar/IFFI, Goa, MIPCOM, FICCI Frame, Vancouver, the International Film Festival, The Venice Film Festival, the Dubai International Film Festival, MAMI, Mumbai, the Hong Kong Film Festival

CREDITED WORK

Post Production Coordinator

- Managed post-production schedules, budgets, and logistics for episodic series and feature-length films.
- Coordinated ADR sessions, E&O insurance, licensing, and end credits.
- Liaised with multiple departments to ensure efficient and timely project delivery.

Projects:

1. ME S1 – 10 Episodic Series – Apple TV+
2. Winter, Spring, Summer, or Fall – Feature Length – Paramount Pictures
3. Woman of the Hour – Feature Length – Vertigo Entertainment
4. The Order – Feature Length – AGC / Amazon Studios
5. Paris Christmas Waltz – TV Movie – MPCA
6. Blessings of Christmas – TV Movie – MPCA
7. Bringing Christmas Home – TV Movie – MPCA

Production Coordinator / 1st APC

- Oversaw daily production activities, from preparing call sheets and schedules to coordinating travel and accommodation.
- Assisted with cast deal memos, immigration paperwork, and department communications.

Projects:

1. PC - Mixed Baggage – TV Movie – Vector Films
2. 1ST APC - Dating the Delaneys – TV Movie – Timeless Pictures
3. 1ST APC - Kind Hearted Christmas – TV Movie – Lighthouse Pictures
4. 1ST APC - Christmas Time is Here – TV Movie – Lighthouse Pictures
5. 1ST APC - Bootcamp –TV Movie – Webtoon Studios
6. 1ST APC - Christmas for Keeps – TV Movie – Lighthouse Pictures
7. PC - Gurmukh, The Eyewitness – Feature Length

Writer/Director/Producer

1. Together, We can – Short Films – Mahiwood Films
2. Mirror O Mirror – Short Films – Mahiwood Films-Mumbai – 2019
3. Coffee at Laundromat – Short Films – Mahiwood Films – 2016
4. Rolling Dream – Short Films – Mahiwood Films – Mumbai – 2013

Administrative/Marketing Associate

- Prepared real estate contracts, leasing agreements, and client documentation.
- Managed client databases, office administration, and transaction follow-ups.
- Created and maintained efficient systems for client communication and file management.