

# UDAY MISRA

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## PROFILE SUMMARY

Strong communication and interpersonal skills have enabled me to build relationships with customers and colleagues to create an efficient workspace. Being quick on my feet and being able to adapt easily to situations helps me perform efficiently in changing conditions. I am seeking an opportunity to leverage my highly observant and responsive ability in resolving unforeseen crisis while being organized and meticulous due to my managerial and event planning skills.

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## PROFESSIONAL SKILL

Sales  
Customer Service  
Communication & Interpersonal  
Administrative & Organisation

## TECHNICAL SKILL

Premier Pro  
Da Vinci Resolve  
Cinematography  
POS Systems

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## EDUCATION

**Bachelor of Arts in Television Production,** Class of 2024  
University of Westminster

- Representative of BA Television Production (year 4)

**International Baccalaureate Diploma,** Class of 2020  
Kodaikanal International School, India

- P.E.E.R (Student-led organisation for student support) 2018 -2019
  - President, Student Council 2019-2020
  - Founder & President, F1 Enthusiast Club (Student-led organisation 2018 - 2020)
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## WORK EXPERIENCE

**ITN TV Broadcast/Intern** April, 2023 – June, 2023

- Supervised set design production and organisation of tracking inventory of props/tools used
- Managed actors, support staff and catering team members (100+) for their daily refreshments at breakfast and lunch times
- Supported the administrative team with tasks such as scheduling, filing, and managing communication with guests and talent

**University of Westminster – Student union/Cashier** September, 2021 – March, 2022

- Inventory tracking while brainstorming and achieving monthly target goals with sales team
- Digital marketing of merchandise by creating flyers on Canva and promotion on social media
- Processed transactions accurately and efficiently using point-of-sale (POS) systems, handling cash, credit cards, and other payment methods

**The Plazio Hotel/Administrative Assistant** January, 2021 – August, 2021

- Assisted in the day-to-day administrative operations of a busy hotel, including managing phone calls, scheduling appointments, and handling guest inquiries
  - Collaborated with various hotel departments, such as housekeeping and maintenance, to address guest requests and resolve issues promptly
  - Support general managers by taking notes during meetings and suggesting ideas for a better environment for both staff and guests
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Character references upon request