

YOUSRA ISHAQ - CV

SANA'A, YEMEN

Tel.: +967 733077785

Email: Yousra.ishaq@comrafilms.com

Website: www.comrafilms.com

www.yousraishaq.com

BIO

Yousra is a highly motivated and focused individual, who has a vast amount of experience in coordinating and assisting multinational teams including international TV outlets such as the BBC and PBS. She studied Business Administration at the University Utara in Malaysia between 2006-2010 and has since applied her business management skills in versatile and multi-functional environments. Between 2015-2017, she worked as a producer at Afro1 Productions, and in 2017 co-founded the Yemen-based film foundation, Comra Films. She is based in the Comra Films centre full-time in Sana'a, Yemen. She is fluent in both Arabic and English.

EDUCATION

UNIVERSITY UTARA MALAYSIA 2006- 2010 Business Administration / Entrepreneurship

WORK EXPERIENCE

2016-2017

Freelancing (YEMEN)

Line Producer | BBC | [Funeral Bombing](#)

Fixer & Location producer | PBS | [Inside Yemen](#)

Line Producer | BBC | [BBC Stories](#)

July 2017 - Present

Co-Founder / Producer / Office Manager | [COMRA FILMS](#) (YEMEN) - *Responsible for all client relations, administrative and financial matters and reports; Producing; Supervising projects and teams from pre-production through to delivery.* Comra Films a Yemen-based film foundation that focuses on film training and mentorship in Yemen, and that produces news content & documentary films for local and international media outlets, organisations and NGOs (such as BBC, Channel 4, PBS, UNICEF, Oxfam, Save The Children and UN WHO), and provides extensive film training for local filmmakers.

Dec 2015 – June 2017

Project Manager / Producer | [AFRO1](#) (YEMEN) - Responsible of all client relations, administrative and financial matters and reports; Producing; Supervising projects and teams from pre-production through to delivery.

June 2015 – 2017

Director's Assistant / Producer | [SUPPORT YEMEN](#) (YEMEN) - Assisting in office administrative issues, planning, drafting, and suggesting concept notes and proposals; Consulting with and discussing projects and activities with Executive Director and presenting to clients; assisting in managing and coordinating approved activities and projects.

June 2014 - 2015

Project coordinator (short-term contracts) | BRITISH COUNCIL (YEMEN) - Day to day coordination for the implementation of Springboard programme for visual storytellers and ArtGrant project; Liaison with British Council vendors and other service providers/grant recipients on delivery and quality of services; Reporting to British Council manager on the progress of the projects and any other required information.

July 2013– August 2014

Project coordinator | LAPIS (YEMEN) - Coordinating all the administrative and the logistics for the Election Media Awareness Campaign and other media projects; Working with the SCER (Supreme Committee for Election and Referendum); Support to Business Development and Support Project Delivery in other projects; Support the Country Manager in the development of proposals to clients; Providing administrative and financial support to the project-related activities, including support to research, project management as well as overall coordination; Administration of the office affairs, incl. management of office finances and general coordination.

Feb 2013– May 2014

Project coordinator (3 months Project Contract) | INOVIA HOUSE (YEMEN) - Coordinating all the administrative and the logistics for a documentary and corporate video project for HSA group in Egypt, London, Dubai, Malaysia, Indonesia and Yemen (5 governorates).

SKILLS

- SAP MM Courses (Create Call offs , Create SES's , Create Vendor Accounts)
- LNG Fundamentals
- Debate course Induction of CMS (Company Management System) Time Management First Aid
- Competencies & Skills: Management; Analytical Thinking; Commercial Acumen; Concern for Accuracy; Able to work under pressure; Committed, Office management skills Others Adaptability; Interpersonal Understanding; Resilience; Self Confidence; Comfortable operating from board level down, MS Office suite.