



GOPI SIDDHPURA

About Me

A versatile media professional with over four years of experience in content localization, creative direction, and content writing within dynamic entertainment and technology environments. Skilled in managing end-to-end projects, coordinating cross-functional teams, and ensuring high-quality deliverables on schedule. Proficient with Adobe Creative Suite, HTML coding, and strong organizational and communication skills. Passionate about storytelling, collaboration, and driving operational excellence to support creative and technical workflows. Fluent in Hindi, English, Gujarati, and Marathi, with a proven track record of adapting to diverse roles and contributing effectively in fast-paced settings.



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01

CONTACT DETAILS

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Instagram ID: [gopida_2209](#)





02

EDUCATION

INSTITUTIONS



**DEVIPRASAD GOENKA MANAGEMENT COLLEGE OF MEDIA
STUDIES**

2018 - 2021

Bachelor of
Mass Media



**NAGINDAS KHANDWALA
COLLEGE**

2017 - 2018

Higher Secondary
Certificate





03

CERTIFICATIONS & LANGUAGES

CERTIFICATES

- CCCT
- WEB DESIGNING

LANGUAGES

- ENGLISH
- HINDI
- MARATHI
- GUJARATI



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04

SKILLS & HOBBIES

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INTERPERSONAL SKILLS

- Customer relations
- Team player
- Team leadership
- Workflow planning
- Training and development
- Project management
- Performance evaluations
- Client account management
- Problem resolution

PROFESSIONAL SKILLS

- Adobe Photoshop
- Adobe Premiere Pro
- HTML coding
- MS Office
- Canva

HOBBIES

- Reading
- Writing
- Cooking
- Music
- Dance
- Photography
- Travelling



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05

EXTRA CURRICULAR ACTIVITIES

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01

2018

Aadarsh Janjaagan Manch (NGO) -
Free tutoring to underprivileged kids

02

2020

Juhu Beach Clean Drive -
Collecting of waste and garbage from the beach

03

2021

Rang De -
Design and painted government school walls

04

2021

Versova Beach Clean Drive -
Collecting of waste and garbage from the beach



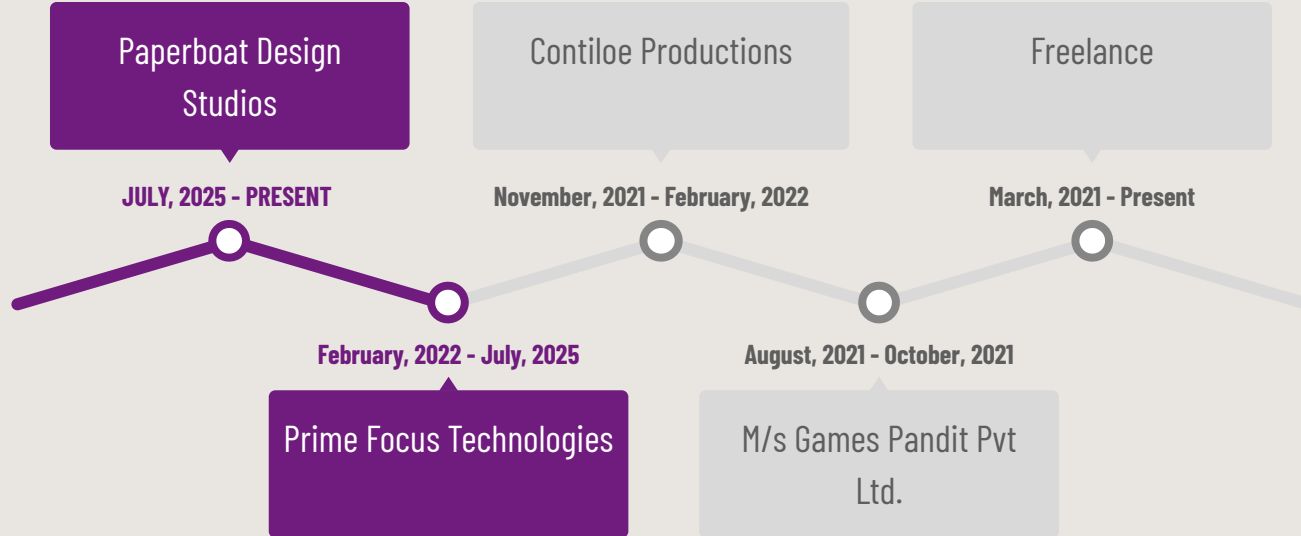


06

WORK EXPERIENCE



EXPERIENCE



Production Coordinator (Paperboat Design Studios)

- Oversaw day-to-day production logistics, scheduling, and resource allocation to ensure smooth workflow across all departments.
- Coordinated communication between creative, technical, and post-production teams to align project milestones and deadlines.
- Managed tracking of assets, shot lists, and deliverables, maintaining up-to-date production documentation and status reports.
- Facilitated problem-solving and timely resolution of production challenges to keep the project on schedule and within budget.
- Supported integration of AI technologies and tools in the production pipeline.
- Assisted in organizing meetings, rehearsals, and review sessions, ensuring clear and effective team collaboration.



Operations Executive (Prime Focus Technologies)

- Constantly having communication with clients and vendors. Handling the mixing engineers, script writers, and QC team.
- Oversaw daily operations activities, ensuring smooth functioning across all departments while maintaining high-quality standards.
- Efficiently and effectively identified and solved all problems to meet the deadlines.
- Set clear goals to monitor targets and offered real-time input on performance and motivation.
- Coordinated, seamless communication between different teams resulted in enhanced collaboration efforts across the organization.
- At times, I have done the QC of the files to ensure that the delivery to the client is on time.
- Assisted in recruiting, hiring and training of team members.



Assistant Creative Director (Contiloe Productions)

- Managed creative projects from conception to completion, ensuring high-quality content.
- Encouraged cross-functional collaboration between departments to ensure consistent messaging across all touchpoints.
- Created creative briefs and timeline to manage creative process from concept to completion.
- Oversaw the implementation of pre-production, production, and post-production processes.
- Preparing notes and a to-do list for the internal team, coordinating with the assistant director for the scripts and artist management.
- Looking after the creative aspects of the project, from auditions of the characters to finalizing the costumes, jewelry, and set designs.



Content Writer (M/s Games Pandit Pvt Ltd)

- Wrote and edited high-quality content and visually impactful programs under deadline pressure with exciting, captivating, and authentic approach.
- Completed thorough research into assigned topics.
- Utilized exceptional writing, editing, and proofreading skills to produce engaging and error-free content.
- Utilized feedback from clients and colleagues to improve content quality.
- Proved successful working within tight deadlines and a fast-paced environment.
- Improved content quality by conducting thorough research and incorporating industry trends.



Freelance

- Adapted quickly to changing project requirements, demonstrating flexibility and adaptability under pressure.
- Strengthened client relationships with consistent communication and timely project updates.
- Created engaging and informative content for blogs and YouTube videos, establishing clients as thought leaders in their industries.
- Improved operational efficiency by implementing new project management software, leading to smoother project flows.
- Oversaw post-production activities by looking after editing, color corrections, and the sound department, guaranteeing high production value.
- Analyzed screenplay, characters and story structure to decide on visual approach.
- Read and understood scripts, shot lists and location plans.



THANK YOU!

FOR YOUR TIME AND CONSIDERATION

