

Nikita A. Kumthekar

Content Writer, Graphic Designer and
Artist Manager

 Pune, Maharashtra.

 kumthekar.nikita123@gmail.com

 +919356039732

 linkedin.com/in/nikita-kumthekar-7b1b801b0

PROFESSIONAL SUMMARY

An aspiring journalist with comprehensive skills in multimedia content strategy, digital media marketing, and advertising. Proficient in client management, audiovisual communication, creative writing, and transmedia technologies. My sincere dedication, work ethics, and meticulous attention to detail are a testament that will be beneficial to the firm.

EDUCATION

Post Graduate Diploma in Mass Media Pune University Dept. of Journalism and Mass Communication	(07/2021- Present) Pune, Maharashtra
Diploma in the Japanese Language Tilak Maharashtra Vidyapeeth	(07/2021- Present) Pune, Maharashtra
Bachelor of Science in Hospitality Studies D.Y. Patil Institute of Hotel Management and Catering Technology (Pune University)	(2015- 2018) Pune, Maharashtra
Higher Secondary Education (HSC) Modern Junior College	(06/2015) Pune, Maharashtra
Secondary Education (SSC) Modern High School	(06/2013) Pune, Maharashtra

SKILLS

Skills:	SOFTWARES:
- Content Creation - Media Research - Adaptable to new technologies - Have a good understanding of SEO - Audio-Visual Communication - Writing and Editing - Social Media Management - Advertisement and Marketing	- InDesign - Shotcut - Adobe Premiere Pro - WordPress - Celtx - Adobe Photoshop - FL Studio 20 - Audacity 3.1.3 - Clip Studio Paint

LANGUAGE PROFICIENCY

English - Advanced Hindi - Advanced	Korean - Intermediate Japanese - Intermediate	German - Beginner French - Beginner
---	---	---

WORK EXPERIENCE

❖ MASS MEDIA

Experimental Journal | Vruttavedh

Production of a news-based journal

Assigned tasks- Writing the lead story, anchor story, and sub-editing. This Journal involved all aspects of newspaper production including Reporting, Content Creating, Designing, and Marketing.

Internships:

Xerxes's Art Studio | Home Studio| 4 weeks

Content Writing, Social Media Campaign, Artist Management

VoyagerX vFlaT | Korean Startup Company| 2 weeks

Social Media Marketing and Promotional activities

❖ HOSPITALITY STUDIES

Project Report | World of Frozen Desserts

Frozen dessert's history and origin, recipes around the world, types, and classification, the survey of India's famous frozen dessert outlets, interviews

Internships:

Conrad Hotel | Front Desk Representative| 5 weeks

Address complaints, call handling & reservations, maintain guest relations

Spree Hotel | Industrial Training Program | 18 weeks

Food Production, Front Office Department, Housekeeping, and Service Department

SUN Tourism | Customer Relationship Management | 4 weeks

Managing the company's relations and interactions with customers

HOBBIES AND INTERESTS

I have a comprehensive understanding of music & dance and would like to explore my ability in the field of music journalism in the future. Writing scripts, stories, articles, and poetry is my hobby as well as passion. I like to prepare multinational cuisines, play instruments like violin & piano, and read fictional novels & comic books, and want to create a webtoon by using my artistic knowledge. I am an avid trekker having a special interest in exploring new places. Besides that, I am a fashion designer with more than 4 years of experience. In the future, if I get the opportunity, I want to become a voice actor.

AWARDS AND CERTIFICATES

- Gandharva Mahavidyala certificate in Singing and Kathak Dance- 4 level
 - CYBER HANKUK UNIVERSITY, Korean language Advanced course
 - Certificate of Japanese Language
 - Co-Author in Anthologies- My Happy Place, The Aroma, The love of my life, Zindagi ka Safar, Ingenious, Beautiful Chaos, The ones behind bars, Life enigma, Hidden Battle with myself
 - Udemy, Coursera, Cursa courses
(content creation, multimedia, language, culture & marketing)
-