

ROLL NUMBER: P2201006

Anindita Jeevan

Female

DOB

20-May-2003

TECHNICAL SKILLS

- MS Office
- Basics of MS Excel
- MYSQL Basics
- PYTHON Basics
- ILLUSTRATOR Basics
- Photoshop basics
- Office 365
- RDBMS BASICS
- C++ basics

PERMANENT ADDRESS

 C 902, Vatsalya Vihar, Nagras Road,
 Aundh,Pune 411007

City: Pune

State: Maharashtra

Pincode: 411007

LANGUAGE

- ENGLISH
- HINDI
- MALAYALAM
- MARATHI
- FRENCH

INTERESTS

- Dancing
- Painting
- Content creation
- Journalling
- Swimming
- Singing
- Listening to Music

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-NBS	NICMAR University, Pune	8.70	2027
Graduation	NICMAR UNIVERSITY, PUNE	84.93	2025-May
Intermediate	CBSE DELHI BOARD(MAHARASHTRA)	84.4	2021-Jul
High School	CBSE DELHI BOARD(MAHARASHTRA)	83.4	2019-May

WORK EXPERIENCE (4 Years 1 Month)
Dancing Curve Institute

11-Aug-2021 - 30-Sep-2025

4 Years, 1 Months, 19 Days
PROFILE: Instructor, Admin

- Trained and certified Senior dance instructor teaching various styles mainly Jazz, Hip-hop and Contemporary to all age groups(3-7,7-12 and 12+) since 4+ years now. Admin and PR for all students and enquiries
- Managed administrative and backend operations through task coordination, scheduling, and process management, contributing to a 20% reduction in overall schedule delays
- Spearheaded event choreography for large-scale events and corporate shows through creative planning, team coordination, and performance execution for 100% client satisfaction and memorable experiences.
- Led dance classes, client workshops, and corporate sessions through creative planning and team coordination, increasing customer retention by around 40%

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 16 Weeks)
Millennium Engineers and Contractors

29-May-2024 - 24-Jul-2024

8 Weeks
PROFILE: HR INTERN

- Streamlined HR workflows by mapping organizational structure and improving clarity in roles and reporting across 3 departments.
- Presented 5+ HR initiatives to leadership, boosting cross-team communication and engagement understanding.
- Processed biweekly payroll for 100+ employees with 100% accuracy and on-time delivery.
- Engineered an employee satisfaction survey with an 80% response rate; identified the top 3 drivers of disengagement.
- Facilitated daily HR tasks, improving admin efficiency and gaining hands-on experience in team operations.

Dancing Curve Institute

20-May-2025 - 20-Jul-2025

8 Weeks
PROFILE: Marketing , Sales and Administration Executive

Marketing , Sales and Administration Executive

- Handling student admission and phone call queries
- Managing administrative aspects of grand show, including ticket sales, student queries, costume dispersement and related coordination.
- Overseeing various sales and marketing activities to promote the event

Alongside the admin role , I also contributed in being a dance instructor where I trained and participated in performance preparations.

CERTIFICATION DETAIL

- Getting started with MS Office 365

ACHIEVEMENT DETAIL

Leadership & Professional

- Class Representative (2022 – 2025)
- Dance Instructor & Administrator, Dancing Curve Institute, Pune (2020 – Present)
- Client & Artist Manager for multiple sangeets, events, and birthday choreographies (at Dancing Curve)

Volunteering & Social Work

- Intern / Volunteer, Tara Mobile Creches, Pune (13 weeks, July – Oct 2023)
- Intern / Volunteer, Jazz Hands Foundation (2020)
- Participant, Social Immersion Program at Nisargamitra Farms

Arts & Performing Achievements

- Arangetram (Bharatanatyam) – Completed 9+ years of training
- First in Praveshika Pratham & Prarambhika Carnatic Music Courses
- First in Pracheen Kala Kendra Kala Mandiram Bharatanatyam Examination

Certifications & Skills

- Piano Grade 3 (Distinction), Trinity College London (2020)
- Intermediate Grade C, Drawing Examination (2017)
- Basic Student Pilot, Temple Pilots Paragliding (2019)