

# KALYANI KOTHARI

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Pune, Maharashtra

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## PROFESSIONAL SUMMARY

Creative Writer & Content Designer with 5+ years of experience in media, PR, and content creation. Skilled in script writing, storytelling, and social media content. Strong expertise in Marathi language with hands-on experience in transcription, creative writing, and media content production.

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## CORE SKILLS

- Creative Writing & Script Writing
  - Content Strategy & Social Media Content
  - Marathi Transcription & Translation
  - Storytelling & Content Design
  - Media Research & Blog Writing
  - Communication & Presentation Skills
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## PROFESSIONAL EXPERIENCE

### Creative Head

#### Nirmitee Public Relations, Pune

- Managed image branding for political leaders
  - Created and handled social media content strategies
  - Wrote creative blogs on political and social issues
  - Planned branding and marketing campaigns
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### Content Writer

#### MKN News Channel

- Developed scripts for daily bulletins and special stories
  - Conducted research for political content
  - Created engaging blog content on public figures
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## **Creative Writer**

### **Trimity Studios Pvt. Ltd., Pune**

- Wrote content for social media platforms
  - Developed branding content for political leaders
  - Created blogs and commercial ad content
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## **Guest Relations Coordinator**

### **Orchid Hospital, Pune**

- Managed patient communication and appointments
  - Handled database and coordination tasks
  - Conducted internal staff engagement activities
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## **Content & Marathi Transcription Associate**

### **Its My Design, Pune**

- Managed Marathi transcription projects for creative and media content
  - Transcribed audio/video materials including interviews, scripts, and discussions
  - Ensured accuracy in grammar, punctuation, and contextual meaning
  - Delivered well-structured and formatted transcripts within deadlines
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## **Marathi Transcription Associate**

### **Brand Banao, Nashik**

- Worked on Marathi transcription assignments for digital and media projects
  - Transcribed interviews, conversational audio, and field recordings
  - Maintained verbatim and clean transcription as per project guidelines
  - Followed proper formatting, timestamps, and speaker identification
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## **PROJECTS & CREATIVE EXPERIENCE**

## **Deccan Education Society (DESIFT – Film Making Course)**

- Learned screenplay writing, storytelling, and content building
  - Gained knowledge of camera, lighting, and editing
  - Worked on short films, documentaries, and ad projects
  - Directed a documentary on Ganpati festival and Vaari
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## **THEATRE & CREATIVE ACHIEVEMENTS**

- Active in Marathi theatre as Writer, Director & Actor
  - Winner – Best Writer, Mahanagar Karandak
  - First Prize – Purushottam Karandak
  - Represented North Maharashtra University in Youth Festival
  - Conducted drama and personality development workshops
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## **EDUCATION**

- HSC – M.J. College, Jalgaon (2012)
  - SSC – Bhagirath English School, Jalgaon (2010)
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## **TECHNICAL SKILLS**

- MS Office (Word, Excel, PowerPoint)
  - Editing Software: FCP, Premiere Pro
  - Camera Handling: HXR & Canon D200
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## **LANGUAGES**

- Marathi (Expert)
  - Hindi
  - English
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## **PERSONAL DETAILS**

- Date of Birth: 10 March 1994

