

ANITA KINDLEKAR

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FREELANCE WRITER, TRANSLATOR AND TRANSCRIBER

I am Anita Kindlekar, a versatile creative content writer, translator, transcriber, and blogger proficient in Marathi and Hindi. With a rich background including notable organizations like Trell, Future Bee, All India Radio, Sakal, Loksatta, and more, I bring extensive experience in transcription, recording, and quality check work. I excel in prompt writing and rewriting for AI projects in Marathi and Hindi, demonstrating strong skills in translation, transcription, editing, and proofreading across various genres such as political, lifestyle, e-commerce, education, fiction, and technology.

As a freelancer for politicians and a translator/writer for websites, I have honed my expertise in content development, presentation, and creativity, including pre and post-production for TV shows, IVR, and SMS in Hindi, English, and Marathi. My six years of experience in radio as an RJ/Producer further enhance my ability to deliver compelling content across multiple mediums.

Skills

- Communication Skills
- Advance Analytical Thinking Skill
- Sound Forge
- Hindi, Marathi Typing
- Microsoft Office
- Critical thinking and problem solving
- Cool Edit Pro
- Canva

Languages

- Marathi
- Hindi
- English

Educations

BACHELOR OF COMMERCE

Ghanshyamdas Saraf Girls College, Mumbai University , 06/1997 - 05/1999, Mumbai

DIPLOMA IN COMMUNICATION & JOURNALISM

Garware Institute of Career Education and Development, 06/1999 - 05/2000, Mumbai

UNIVERSITY CERTIFICATE OF A TRAINING PROGRAMME FOR PRESENTING TV LIVE SHOW

Richie Litchfield Presenter Network, U.K., 06/2005 - 06/2005, Mumbai

Experience

FREELANCE WRITER, TRANSCRIBER AND TRANSLATOR

08/2022 - Present

- Proficient Marathi writer, transcriber, and translator
- Extensive experience in transcription and translation projects
- Skilled in writing for various genres including news, lifestyle, politics, and technology
- Ability to deliver high-quality content for social media, websites, and other platforms
- Familiarity with transcription tools and techniques (e.g., Shaip, Shoonya, Texlang)
- Strong attention to detail and accuracy in translation and transcription work

- Comfortable working as a freelance writer, handling multiple projects simultaneously
- Fluent in Marathi with excellent writing and communication skills

FREELANCE CONTENT WRITER

Bluepad, Girls Buzz, Batmya , 09/2021 - 09/2022

- Proficient Marathi content writer with freelance experience
- Skilled in creating engaging and informative content across various topics and genres
- Ability to adapt writing style to suit different platforms and audiences
- Familiarity with SEO principles and optimization techniques for online content
- Strong research skills to gather information and produce well-informed articles
- Experience in meeting deadlines and managing multiple projects simultaneously
- Comfortable working independently and collaborating with clients to meet their needs
- Passionate about storytelling and delivering compelling narratives in Marathi

COMMUNITY ASSOCIATE / LIFESTYLE EXPERT

Trell Lifestyle App, 06/2021 - 11/2021

- Manage content delivery for video shoots, scripts, and editing
- Plan content distribution across various platforms and categories
- Assess and enhance creator's image, behavior, and communication skills
- Engage with influencers for content generation and oversee content planning from pre to post-production
- Promote influencers through articles and write-ups on social media and other platforms

SENIOR PRODUCER

Live Today TV & Webs Pvt Ltd, 06/2019 - 03/2020

- Senior Producer (Marathi) at Live Today TV & Webs Pvt Ltd
- Responsible for creating packages, unique stories, promos, and graphic content
- Provide voiceovers for news channel segments and social media content
- Collaborate with team members to ensure high-quality production standards
- Contribute to the overall success of the news channel and social media presence

ASSOCIATE PRODUCER

Tv 9 Marathi , 02/2013 - 12/2018, Mumbai

- Selecting ideas, scripts, books, or plays for Television Programmes and ensuring their quality throughout production
- Overseeing editing and mastering of films to maintain high standards
- Managing promo, pre-production, and post-production activities to meet project deadlines Ensuring timely delivery of master tapes to channels according to specifications

Creative Presentation

- Conceptualizing and designing program translations, creating compelling scripts with dramatic storylines

- Ensuring adherence to language, punch lines, grammar, and content requirements
- Reviewing scripts/screenplays to optimize the realization of the underlying theme

PRODUCER

Cellcast Interactive India Pvt. Ltd, 09/2008 - 01/2013, Mumbai

- Directed production activities for daily live interactive shows aired in Tamil, Telugu, and Marathi on Imagine TV, News 24, Sahara Samay, Raj TV, and Sam TV
- Managed Reverse Auction, Telly shopping shows, and product shoots
- Led setup activities, auditions for presenters and spiritual gurus, and finalization processes to increase viewer participation
- Generated creative on-air promotions for shows and developed original ideas for generic and episodic programs
- Produced, drafted, and organized campaigns and promos, supervised pre and post-production audio and graphic sessions
- Launched Online Shoppe, selling spirituality-related items through TV and mobile platforms
- Ensured active audience participation for a 24-hour service show
- Provided training to assistants to improve production skills
- Completed over 1005 episodes, including 450 Episodes on News 24, 405 Episodes on Imagine TV, 150 on Saam TV, and shows on Raj TV and Studio N in Tamil and Telugu

PRODUCER

Essel Infrproject Ltd. (Zee FM 104), 01/2008 - 08/2008, Mumbai

- Managed the morning breakfast show
- Coordinated with RJs for the show
- Coordinated with guests
- Recorded voice-overs for advertisements
- Managed the entire studio setup
- Edited sound
- Compiled audio tracks

RADIO JOCKEY CUM PRODUCER

Pudhari Publication, Tomato FM 94.3, 12/2006 - 12/2007, Kolhapur

- DILSE is based on old classic Hindi songs & filmy trivia.
- "Countdown Show" is comprised of classics that people of all generations have liked the most.
- I am responsible for producing, drafting, and organizing campaigns and promos for FM stations.

Courses

DIPLOMA IN COMPUTER FUNDAMENTALS

SAM Computers , 01/2001 - 04/2001

References

Mohsin Mulla, Digital Editor from
Digital Media Enterprise, Pudhari Publications
mulla.mohsin@gm | 9960383888

Parvinder Sandhu, Consulting Editor from
Freelance
9860707606

Freelance Assignments RJ & PRODUCER, ALL INDIA RADIO

05/2000 - 06/2006, Mumbai

REPORTER / SUB EDITOR, YUVA SAKAL

05/2001 - 05/2006, Mumbai

CONTENT WRITING, ONMOBILE.COM

05/2005 - 05/2006, Mumbai

REPORTER, CHAR-CHAUGI MAGAZINE

05/2000 - 05/2001, Mumbai

REPORTER / SUB EDITOR, LOKPRABHA

06/2001 - 06/2006, Mumbai

REPORTER/ SUB EDITOR, MAHARASHTRA TIMES

06/2001 - 06/2003, Mumbai