



# VIVAAN VIR SAXENA

STUDENT 📍 SINGAPORE 📞 +65 9651 6062

## ◦ DETAILS ◦

Singapore  
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## ◦ SKILLS ◦

Emotional Intelligence  
Creativity and Problem Solving  
Critical Thinking Skills  
Leadership & Teamwork  
Interpersonal Communication Skills  
Flexibility and Adaptability

## ◦ HOBBIES ◦

Singing And Playing Musical Instruments  
Playing Cricket  
Reading  
Photography  
Coding

## ◦ LANGUAGES ◦

English  
Spanish  
Hindi  
Punjabi  
Chinese

## 👤 PROFILE

Resourceful and dedicated high school student with excellent analytical skills and strong organizational abilities. Seeking an internship opportunity to expand skills and gain valuable real-world experience. Passionate about transforming ideas into business initiatives and contributing to team success through hard work and attention to detail. Aspiring engineer with a passion for robotics, computer science, and physics, dedicated to exploring the frontiers of scientific knowledge and pursuing innovative solutions to complex problems.

## 📁 EMPLOYMENT HISTORY

### Start Up Founder at Learnify, Singapore

June 2020 — Present

Drove operational initiatives to grow the business, improving department performance and cultivating a performance-oriented culture. I investigated business development challenges and analyzed the market to capitalize on emerging opportunities. I oversaw modernization efforts, directed technological improvements, and leveraged customer trends to shape solutions.

### Charity Coordinator at Food For Covid, Singapore

June 2020 — June 2021

Integrated roles, processes, and data management for the operations team. Established technical strategy and supervised decision support and organization intelligence. managed the production area and staff, conducting evaluations and supervising daily performance.

### Workshop Facilitator at Happiness Workshop, Singapore

June 2015 — September 2015

Facilitated discussions to create individualized programs, collected data to improve effectiveness, and oversaw staff development. Alongside development coursework for the workshops.

### National Development Squad Member at Singapore Cricket Association, Singapore

October 2018 — Present

As an under-19 development squad member. I honed my skills in teamwork and communication while playing in various tournaments and matches.

## 🎓 EDUCATION

### IGCSE, NPSI Singapore, Singapore

April 2019 — June 2021

Member of the school cricket team, environmental club, youth investors society and the business and economics club

### IB Diploma, NPSI Singapore, Singapore

August 2021 — May 2023

graduated as house captain and valedictorian. Alongside the presidents of the school music club, robotics club, and school cricket team. Alongside part of organizing Hackathon X, and winning the 2022 STEM school event

## INTERNSHIPS

### **Administrative Intern at United World School, Singapore**

July 2021 — July 2021

Provided administrative support to office staff by sorting mail, updating records, and greeting visitors. Conducted research, recommended process changes, and assisted with special projects. Managed the filing system, completed clerical tasks, and maintained the reception area. Supported company leaders with budget management, appointment scheduling, and itinerary organization

### **Student Intern at Imagin8ors, Singapore**

June 2015 — August 2015

Provided clerical support for academic and operational needs. Communicated effectively with faculty and staff and created course footage.

## COURSES

### **AI And Robotics Course, NUS**

May 2022 — June 2022

### **Business Course, InvestIN**

November 2020 — November 2020