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LinkedIn Profile: [Anuradha Pania](#) | [LinkedIn](#)

Career Objective: Pursuing PGDM in Human Resources, with hands-on experience in Compliance, HR analytics, and Employee Engagement, backed with a legal and media background.

Education:

Post Graduate Diploma in Management (2024-26 Batch) – Pursuing
MKES Institute of Management Studies & Research

Specialisation: HR

AICTE Approved 2-year Full Time programme

Post Graduation Degree, LLB. – II Class
Kishanchand Chellaram Law College

Bachelors in Mass Media (BMM) Specialization in Advertising – ‘A’ Division
MMK College of Commerce and Economics

HSC in Commerce – 66.83%
MMK College of Commerce and Economics

SSC – Carmel of St. Joseph Girls Convent School – 62.36%

Skills:

MS Office, Grievance handling, Power-bi, Interpersonal skills, Project Management and timeline management

Languages: Proficient in English, Hindi, and Marathi, with strong communication skills.

Internship Experience:

Summer Internship: Jaslok Hospital and Research Centre (May- June 2025)

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|----------------------------------|---|
| Prepared HRIS system for nurses | Participated in the Rewards and Recognition Event |
| Salary Benchmarking | Conducted auditions, prepared flyers for Foundation Day Event |
| Employee On-boarding formalities | Data Auditing |

Work Experience:

Freelancer 2023- 2024

Prabhu Associates, Mumbai — Associate - March 2022 - November 2022

- Real Estate Agreements and Litigation.
- Appeared before the Competent Authority and worked on Recovery Matters under the Maharashtra Co-operative Societies Act, and other matters before the competent authority.
- Attended clients and regular follow-up with the clients,

Lexicon Partners, Mumbai — Intern - December 2021 - January 2022

- Drafted Contract Agreement for an upcoming movie.
- Drafted Long Form Agreement and Short Form Agreements, Addendums in Contracts.
- Drafted Consent Terms for a Property Project.

- Interpreted laws, rulings, and regulations for Real Estate matters.

Junior Advocate at Family Court – Assistant – February 2021 – July 2021

- Assisted in filing and updates on the ongoing matters.
- Helped with relevant case laws applicable to support the matter.
- Drafted replies
- Attended client meetings, client counselling and mediation.

V.A. Associates, Mumbai — Intern October 2019 - November 2019

- Conducted trademark searches, updated spreadsheets and produced timely reports.
- Screened weekly trademark journal of conflicting trademarks, edited and drafted the new matters. Prepared briefs on case-laws.

Academic Projects:

S.H.A.R.E

Nov-Dec 2024

As part of the SHARE project, I collaborated with the Akshar Trust School for hearing impaired NGO at Vadodara our problem statement was creating effective time management for teachers and management of the school and we pitched new techniques and methods for utilizing their time and channelling their time strategically and effectively.

Certifications:

- I. All India Bar Council License – SANAD (Maharashtra and Goa)
- II Certificate form RIT University Dubai on Smart Sustainability and Innovation
- III Harvard Online Certifications [Finance, Management Communication, Quantitative Methods].
- IV. Mckinsey forward learning certification

Achievements:

- 3rd Ranker in the Mumbai University BMM Semester Exam.
- Completed Certification in Harvard Online Courses [Finance, Management Communication, Quantitative Methods].

CURRICULAR PROJECTS:

1. Live Project: HR analysing and Gaps in the Banking Sector.
2. ESG Project : On Jaslok Hospital ESG frame-work
3. HR analytics project an in-depth analysis on Gen-z Vs Millennia's work culture shift
4. Black Book project on our SIP Jalsok Hospital and Research Center

Extracurricular Activities:

- Served as a class representative for 2 consecutive years, managing class operations, co-ordinating with faculty and dean, scheduling meeting and time-tables, introduced 10+ guest speakers and ensured effective liaison between admin and students.
- Participated at MPL College Event
- Hosted various college events, Convocation, Independence day, Teachers day and other cultural events
- Mumbai University Fest DLLE -Social Cause Event Street Play
- Participated in Public Awareness programmes.
- Para Legal Training and Awareness for Para Legal and Lok Adalat.
- Certified Hindustani Classical trainee from the renowned Padma Shri Suresh Wadkar's Ajivasan Music Academy.

CSR Activities:

- Reading Books to Blind Children
- Donated cloths and supplies to Shanti Dham Ashram