

# Aprajita Raj

HR Operations ~ Recruitment ~ Learning & Development

**MBA (HR)** from Narsee Monjee Institute with a keen interest in **HR, Talent Acquisition and Learning and Development** functions.

- Creative individual with the capability to understand day-to-day issues faced by management and employees.
- Certified in Administrative Human Resources and Workforce Analytics
- Acquired a significant understanding of HRM, Recruitment, Learning and Development, Statutory Compliance, HR Operations and more.
- Updated with latest regulatory notifications/guidelines/circulars and modified the documentation to comply with the updated norms.
- **LL.B with 4 months of internship experience** in Non-Governmental Organizations (NGO) and Law Firms.
- Holds in-depth knowledge of laws with the skill to infer legal issues & prepare documents.
- Possess excellent skills in conducting legal research for cases from legitimate resources, journals, and legal databases.
- Excellent communicator with strong interpersonal skills; established positive relations with Employees and external stakeholders to drive business success.
- **Technical Purview:** Microsoft Office, Google Suite, Advanced MS Excel, MS PowerPoint and Outlook

## Professional Experience

### Legal Intern | DSK Legal, Mumbai | May 2015 - Jul 2015

- Undertook legal and general research, and drafted memoranda and correspondence.
- Drafted various court documents, invoices, and enclosures at attorneys' request; edited the contract templates.
- Observed and participated in client meetings, trials, mediations, and outreach.
- Assisted in putting together a standard form of a confidentiality agreement.
- Organized legal memoranda and client correspondence; reviewed documents and publications for details that would establish evidence.
- Issued retainer agreement, contact letter, & various hand-outs for clients.
- Performed client intake & interviews; prepared motions and interrogatories.
- Conducted intake interviews to spot issues for presentation at case acceptance.

### Legal Intern | Prerana Anti Trafficking Center, Mumbai | May 2014 - July 2014

- Supported in legal documentation and acquiring rehabilitation support through legal procedures.
- Maintained adherence to all centre policies & guidelines.
- Consistently work towards children's social, emotional, cognitive, language and physical development skills through positive interactions.
- Assessed basic children's needs & coordinated with children experiencing difficulty.
- Assisted teachers in implementing a curriculum based on the Social / Emotional Skills and Literacy level.
- Additionally discharged other duties as assigned by the Lead Teacher.

## Contact Details -

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**Location:** Thane, India

**Preferred Location:** Mumbai, Navi Mumbai, India

**Date of Birth:** 7<sup>th</sup> March 1995

**Languages:** English, Hindi & German

## Educational Qualification:

Pursuing | **MA in Public**

**Administration** | Indira Gandhi National Open University (IGNOU)

2023 | **PG Diploma in Management (HR)** | Narsee Monjee Institute of Management Studies (NMIMS)

2018 | **B.B.A. L.L.B** | Bharati Vidyapeeth New Law College, Pune

## Certification Courses from Udemy:

- Administrative Human Resources - 2018
- Microsoft Excel - 2019
- Corporate Social Responsibility & Corporate Advantage - 2019
- Workforce Analytics
- Proactive Productivity - 2019
- Outsourcing & Remote Teams
- Agile HR - 2019
- Life Coach

## Key Skills

- HR Operations
- Recruitment & Selection
- Legal Documentation /Research
- Legal Assistance & Writing
- Emotional Intelligence

## Personal Attributes

- Effective Communication Skills
- Time Management Skills
- Collaborative Approach