

# Aishwarya Raut

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## EDUCATION

### University of Mumbai

Mumbai, MH

*LLM (Present)*

*Graduation Date: June 2025*

- Intellectual Property Rights (IPR).
- Learning practical skills in diverse areas, including Real Estate (Regulation and Development) Act (RERA), Alternate Dispute Resolution (ADR), and Labor Law.

### Government Law College

Mumbai, MH

*LLB (CGPA: 8.5)*

*Graduation Date: June 2023*

- Focused on Criminal Law, Competition Law, and Intellectual Property Rights (IPR).
- Excelled in criminal law coursework, showcasing a deep understanding of legal principles and their practical applications.
- Actively participated in an article competition, demonstrating exceptional research and writing skills and developed expertise in legal research, writing, and drafting, consistently delivering high-quality legal documents.
- Expanded knowledge and practical skills in diverse areas, including Real Estate (Regulation and Development) Act (RERA), Alternate Dispute Resolution (ADR), and Labor Law.
- Conducted extensive research and analysis on complex legal issues, consistently demonstrating a meticulous and analytical approach.
- Stayed up-to-date with recent developments and landmark cases in Competition Law, further enhancing expertise in the field.

### WIPO DL-101

Virtual

*World Intellectual Property Organization,*

*Jan 2023 - Present*

- Advanced coursework on Copyright, Intellectual Property Rights, and WIPO Treaties.
- Deepened understanding of the legal frameworks governing intellectual property protection.
- Explored emerging issues in the field, including digital rights, technology transfer, and enforcement mechanisms.
- Developed proficiency in analyzing and interpreting international intellectual property law.

### KMA

Ambajogai, MH

*Bachelor of Science(Computer Science, 66.27%)*

*Graduation Date: 2018*

- Actively engaged in extracurricular activities, serving as a member of the Student Council and leading a Debate Team.
- Supervised a Group Project, honing collaboration and leadership skills.
- Active participant in pHirst Programming Club, fostering a passion for technology and problem-solving.

### HR Management

Virtual

*Oxford Home Study,*

*Apr 2022 - June 2022*

- Completed comprehensive HR Management program focused on employee relations, negotiations, and managing grievances.
- Developed strong skills in screening and assessment, ensuring the selection of qualified candidates.

- Proficient in conveying policies and rules to employees and maintaining accurate records.
- Effective in building relationships, promoting a positive work environment and enhancing employee engagement.
- Demonstrated adaptability in a virtual learning environment, utilizing digital tools and resources effectively.

## **WORK EXPERIENCE**

### **PAIGAM (NGO)**

**Virtual**

*Human Resource Admin and Project Coordinator*

*July 2022 - Present*

- Proactively source, screen, and shortlist resumes, employing targeted selection criteria to identify qualified candidates for various positions.
- Effectively communicate and convey organizational policies, rules, and guidelines to employees, ensuring clarity and adherence to established protocols.
- Coordinate and support project activities and adherence to project goals. Also Collaborate with team members to streamline project processes and improve overall efficiency.
- Assist in organizing events and workshops, handling logistics and communication with participants. Prepare project reports and presentations for internal and external stakeholders.

### **Majlis Legal Center(NGO)**

**Mumbai**

*Legal Intern*

*April 2023 - July 2023*

- Conduct in-depth legal research on issues related to sexual and domestic violence to support case preparations and provide valuable insights for legal strategies.
- Collaborate with senior lawyers to draft and review legal documents, ensuring accuracy and compliance with relevant laws and regulations.
- Conduct interviews with clients, witnesses, and subject matter experts to gather crucial information and perspectives, contributing to comprehensive case assessments.
- Attend court hearings and other legal proceedings to support clients, observe courtroom procedures, and assist in document preparation for presentation.
- Assist with administrative tasks, including file management, record keeping, and organization, ensuring efficient workflow and accessibility of essential documents.

### **Highway Delite**

**Virtual**

*Data Management and Analysis Intern*

*October 2021 - June 2022*

- Collected and meticulously organized raw data from diverse sources, ensuring accuracy and data integrity.
- Compiled and generated comprehensive reports on assigned topics, utilizing data analysis skills to extract meaningful insights and present findings.
- Collaborated with cross-functional teams to develop data-driven strategies for process enhancement and operational efficiency.
- Ensured data accuracy and quality through rigorous validation and verification procedures, contributing to reliable business outcomes.

### **Digiyoda**

**Virtual**

*Data Annotation Intern*

*September 2021 - October 2021*

- Conducted meticulous data annotation and comparison tasks, focusing on accuracy and attention to detail to support data quality improvement efforts.
- Coordinated daily activities for assigned clients and projects, ensuring smooth project progression and timely completion of deliverables.

- Reviewed and updated client correspondence files and scheduling database, fostering effective communication and project coordination.
- Collaborated closely with experienced machine learning engineers, contributing to data projects and gaining valuable exposure to data-driven technologies.
- Led projects and conducted data analysis to identify opportunities for process improvement, implementing measures to enhance data annotation efficiency.

### **Pledge A Smile Foundation**

**Virtual**

*Fundraiser Manager*

*August 2021- September 2021*

- Initiated and led impactful fundraising campaigns, leveraging creative strategies and mobilizing teams to drive successful fundraising initiatives.
- Developed comprehensive plans with measurable goals to secure funding for annual events, ensuring sustainability and growth of the foundation.
- Planned and organized engaging fundraising events, collaborating with stakeholders and volunteers to maximize participation and donations.

### **SKILLS & INTERESTS**

**Skills:** Research and Analysis | Proofreading | Microsoft Office (Excel, Word) | Drafting Writing and Editing | Time Management | Adaptability | English | Hindi | Marathi | Gujarati

**Interests:** Painting | Cooking and Baking | Music