

ANAGHA KANADE

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EXPERIENCE SUMMARY

With dual experience in Advertising and Travel industry for 1+ years. Looking for encountering new opportunities and challenges that will enable me to grow as a professional and as individual.

PROFESSIONAL EXPERIENCE

Nalanda Law College

Designation – Admin – From October 2016 to January 2017

Role :- Admin department : Clerk

- Managing all student data.
- Supervision for the semesters.
- Update all data of students like mark sheets, admission forms, fee receipts.

MTDC

Designation – Junior Executive – From April 2015 to October 2015

Role: - Social Media: Print Digital in Publicity Department

- Managing marketing updates on social media sites such as Face book, Twitter with latest activities of MTDC in order to have publicity.
- Sending communication to existing members for latest information and memberships renewals.
- Maintaining track records of Members' accounts.

And Then Now (Advertising Firm)

Designation – Intern – From September 2014 to November 2014

- Gained experience in concept development as per client requirement.
- Worked on creating a 'Mascot'.
- Worked on Ad-Hoc projects as and when required.

EXTRAMURAL ENGAGEMENT

Diploma in Graphics and Web Design from Arena Animation.

- Participated in Ad campaign organised by VIBGYOR.
- Participated in workshop for Mobile Apps designs.
- Participated in workshop of Sketches.
- Participated in workshop of Sound techniques.

ACADEMICS QUALIFICATIONS

Examination	Institution	Cleared in	Percentage Obtained
P G Diploma in Management (Media and Advertising)	L. N. Welingkar Institute of Management	Jan-19	First Class
B.A (History and Political Science)	D.G. Ruparel (University of Mumbai)	Jun-12	Second Class
H.S.C.	Sathaye College	Jun-09	Second Class
S.S.C.	Suvidyalala	Jun-06	Second Class

PROJECTS

Final Year Project – Brand Name and Its Importance

The report was commissioned to examine various brands and how they got its valuable name and provide importance of its name in the global market.

ACHIEVEMENTS

- Part of Cultural programs at Degree College.
- Visit to TISS as a part of curriculum.
- Active participation in NSS (National Service Scheme) at junior college.
- Awarded as Best NSS volunteer in F.Y.J.C

OTHER COMPETENCIES

Computer Proficiency	Working knowledge of Microsoft Office packages such as Excel, Word, PowerPoint
Strength	Good listening, effective interpersonal relationship, motivational skills. Positive attitude, hardworking, reliable, curious to learn new things.
Languages Known	English, Hindi, Marathi

PERSONAL DETAILS

Date of Birth	6th May 1991
Hobbies	Fiction writing, Music, Reading, Cooking, Drawing/Painting
Writing	Story writing : Marathi Poetry : Marathi, Hindi