

Disha Kanwar

9098770256 • dishakanwar909@gmail.com

Summary

B.Com (Industry Integrated) student with diverse internship experience across HR, operations, and business management. Skilled in reporting, documentation, data handling, and process coordination, with proficiency in MS Office tools. Strong communicator with the ability to manage multiple priorities, solve problems, and work effectively in fast-paced environments. Eager to contribute organizational, analytical, and teamwork skills to support business functions and drive efficiency.

EDUCATION

Mount Carmel College (Autonomous), Bangalore, Karnataka

BCOM INDUSTRY INTEGRATED |

2023-2026

MGM HR. SEC. SCHOOL | 81%

2022-2023

MGM HR. SEC. SCHOOL | 91%

2020-2021

WORK EXPERIENCE/INTERNSHIPS

Adore India (Remote)

06/2025 – 8/2025

General Management Intern

- Coordinated onboarding and process documentation for 10+ new team members, ensuring smooth integration.
- Prepared weekly and monthly reports tracking progress of 30+ ongoing tasks/projects, improving workflow visibility.
- Conducted 90+ teaching sessions, preparing lesson plans and monitoring progress, enhancing communication and organizational skills.

Matrix Exports, Bangalore

05/2025 – 6/2025

HR & Tenders Intern

- Assisted with documentation for 10+ tenders, maintaining 100% accuracy and compliance.
- Scheduled and coordinated 5+ candidate interviews, improving recruitment efficiency.

Nikara Realty, Bangalore

12/2024 – 02/2025

HR Intern

- Posted job, screened resumes and scheduled interviews for 30+ candidates, improving hiring process efficiency.
- Managed employee records and assisted in onboarding 10+ new hires, ensuring documentation compliance.

Pragathi Industries, Hyderabad

05/2024 – 06/2024

Intern

- Handled inventory issues and coordinated supplier communication
- Maintained inventory records for 200+ items, reconciling discrepancies and improving accuracy by 20%.

CERTIFICATIONS AND ADDITIONAL COURSES

Introduction to Animation – Completed (Mount Carmel College CEE Course)

Digital Marketing (Ongoing)

SKILLS

Technical & Operational: MS Office (Excel, Word, PowerPoint), Data Entry, Documentation Management, Inventory/Records

Management, Process Coordination, Risk Awareness

Soft Skills: Communication, Problem Solving, Teamwork, Organizational Skills, Attention to Detail, Client Interaction

EXTRACURRICULAR ACTIVITIES

- Student Council (Logistics) – Coordinated campus-wide events and schedules
- Sanskrit Association – Assisted in cultural event planning and execution
- Quiz Association – Organized inter-departmental quiz competitions
- Veritas Association – Managed team coordination and event logistics

INTERESTS

- Interests: Poster Designing, Interview Coordination, Creative Design Tools
- Languages known: English, Hindi, Tamil