

# Disha Kanwar

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## Summary

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B.Com (Industry Integrated) student with hands-on internship experience in HR, recruitment, and business operations. Skilled in talent sourcing, onboarding, documentation, and reporting, with proficiency in MS Office and growing expertise in digital marketing. Strong communicator, detail-oriented, and adept at managing multiple priorities in fast-paced environments..

## EDUCATION

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### 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

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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

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

Digital Marketing (Ongoing)

## SKILLS

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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

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- 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

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