Name: Disha Bennett
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Objective: To associate with an innovative and vibrant organization, this allows me to put my competencies to the best use, to add value to the organization and contributes to my overall growth as an individual.

Education Qualification:

- PGDHRM – Pondicherry University -2016
- Masters in social work - Bishop Heber College - 79.0 – 2015
- BA (English Honors) - Guwahati University - 40.0 – 2013
- XII (CBSE) - DPS Duliajan - 72% - 2010
- X (CBSE) - DPS Duliajan - 63.0% - 2008

Certificates

- Advance Diploma in HR Management at Ajax Management
- Ultimate HR Generalist and HRM from Udemy
- US IT Recruiter from Skill Deck

Internship and Projects

i. **HR Consultant in CSRBOX**
- I had an opportunity to learn and to help others during pandemic in providing especially the blue colored employees.
- I had to take initial level of interview over call for different job roles.
- Follow up with them on regular basis for the interviews.
- Co – ordinate with my team members for better result.

ii. **Projects (Academic projects):**
- Summer Internship at Oil India Ltd Assam: (May 2014)
- Block Placement at Oil India Ltd Assam: (Mar 2015)
- Project on Competency Mapping: (Nov 2014)

Professional Career

1. Talent Acquisition in Marlabs Innovation -Duration: June 2022 – Oct 2022
2. Talent Acquisition Lead in EDCS -Duration: Nov 2020 – Feb 2022
3. Senior Talent Acquisition in Dynproindia -Duration: March 2020 to May 2020
4. HR Team Lead in Atreya Technosoft -Duration: August 2016 to March 2020

Roles and Responsibilities:

1. Gathering the requirements from the concerned superior team lead
2. Sourcing the candidates from portals such as Times, indeed, Naukri, Internshala etc. for permanent as well as client to hire vacancy (CTH)
3. Screening resumes to determine which candidate fulfills the requirement.
4. Performing on call interview with the candidate
5. Scheduling the interviews with the panel.
6. Maintaining a daily update.
7. Taken the opportunity with head held high to be SPOC of multiple clients for EDCS
8. Deliver the requirements within TAT.
9. Worked as an individual contributor and closed position for permanent role which includes IT and Non-IT requirement.
10. Made sure that regular follows up goes to the client as well as candidates.
11. Mentored team of 12 member.
12. Visited the client location in order to either clarify the doubts of the requirement as well as to enquire about any other active requirements to be supported.
13. Supported in generating lead clients through cold call, researching through LinkedIn, etc.
14. Maintain a daily routine check with the clients for any new requirements.
15. Presenting the quarterly, weekly report to the managers and hire- ups.
16. Also have knowledge related to US Tax, US Visa

Profile Sourced for:

IT Requirements sourced: HTML, CSS, JavaScript, jQuery, Java with Spring boot, Microservices, Spring, Hibernate, PHP, Dotnet, Manual and Automation Testing, VMWare Administration, SAP with modules of FICO, SAP MM, SAP HRM, SAP Security, SAP Basis, SAP SD, SAP HANA, SAP ServiceNow, NOC Engineer, Infrastructure, Data Science, MERN, MEAN ,IOS , Android.

Non-IT Requirements sourced: Sales and Marketing, Data Entry, BPO ,

Clients Handled:

IExceed, Fime India, Indegene, Inlogic, GGS, Betsol, Marlabs, Global Logic, GAI, LKQ, Berry plastics, Brillio, Technopurple, Teleperformance, Mindcom, Credibly, Teg Analytics , Waferspace , Flipkart, Byteridge.