

# DISHA KAMTHAN

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Location – Gurgaon.

## EXPERIENCE SUMMARY

Human resource professional with strong IT industry experience of approximate 12+ years with expertise in recruitment (Campus & Lateral), resource planning & management, Employee Life Cycle, HR generalist activities, Attrition and Team Management.

Extensive experience in working in early-stage startups where I have closely worked with the co-founders & CEO's in scaling the team and setting up the HR policies and processes.

## PROFESSIONAL EXPERIENCE

Organization	Designation	Duration
Lancelot	HR Specialist	April 2021 (Current)
Biocube Matrices Pvt Ltd	HR Manager	August 2019 – January 2021
7Kreinto Private Limited	Sr. HRBP Manager	November 2018 – July 2019
Darwin Labs	HR Manager	October 2016- April 2018
Cloudspace Technologies Private Ltd	Assistant Manager – Talent Acquisition	September 2015 – September 2016
Rawabit Technologies India Pvt Ltd	HR Executive	July 2013 – February 2015
Cap Gemini	Consultant (Talent Acquisition)	March 2007 – November 2009
Oracle Financial (formerly known as Iflex Solutions)	Assistant Manager – HR (Talent Acquisition)	June 2005- March 2007
CapNTel - Deputation at CAPGEMINI (Contract)	HR Executive	October 2004 – May 2005

## KEY PERFORMANCE AREAS

### TALENT ACQUISITION

- Planning manpower requirements with business leaders and assessing candidates in interviews.
- Managed selection, salary negotiation and offer closure.
- Responsible for Campus & off Campus hiring.
- Managed hiring for IT conglomerates and IT start-ups.
- Preparation of MIS with regard to Talent Acquisition.
- Ensure all new employees' documentation and joining process – post recruitment support. Right from creating the documents to executing it.
- Designing & Drafting of Offer letters, Appointment; Confirmation letters, Promotion letters and Relieving Letters.
- Managed recruitment for Middle East and Start-ups.

### INDUCTION AND SEPARATIONS

- Ensure seamless scheduling of Induction of new hires. Creation of induction documents for start-ups. Draw up induction calendar in co-ordination with functional managers.
- Design and periodic updation of Induction module.

- Collate and analyse post-induction feedback for continuous improvement.
- Ensure smooth exit of associates.
- Schedule and conduct exit interviews. Ensure proper documentation and implementation of feedback

#### **EMPLOYEE RELATIONS**

- Handled and managed employee complaints, grievances and disputes. Taking care of one to one section with the employees and prepare of reports and records.
- Time to time conduct one on one meeting and skip level meetings with the employees.

#### **INPUTS TO PAYROLL**

- Support payroll preparation by providing relevant data (absences, bonus, leaves, etc)

#### **EMPLOYEE ENGAGEMENT**

- Worked closely with leaders' teams to understand the pulse of the business to build and executed engagement plans, which helps to retain the employees.
- Managing and conducting satisfaction and engagement surveys.
- Provide guidance on HR processes; policies to employees, identify HR issues, support resolution of employee grievances, coach and counsel in case of problems / disputes, encourage Communication.

#### **TALENT ENGAGEMENT: -REWARD AND RECOGNITION**

- Generating awareness related to available rewards.
- Initiating/Closing monthly/quarterly rewards as per policy
- Giving out Spot Awards as and when required.

#### **NOTABLE ATTAINMENTS**

- Received appreciation and employee of the month award for closing a critical positions across organisations.
- Saved revenues by reducing dependency on vendors by setting set up the HR processes and policies for the companies

#### **ACADEMIC QUALIFICATION**

MBA –HR from BIMM in 2003 (Pune)

BA (History) Hons – LSR – 2001 (Delhi University)