

# MEHWISH MUZAMMIL

Bengaluru, KA | [mehwishmuzammil31@gmail.com](mailto:mehwishmuzammil31@gmail.com) | Phone : 8892911015 | [LinkedIn](#)

## CAREER OBJECTIVE

---

Ambitious final-year B.Com student with strong communication skills and a keen interest in Human Resources. Looking for an opportunity to apply academic knowledge in a professional setting. Eager to contribute to HR functions such as HR analytics, HR Operations, and administration while gaining hands-on experience in a dynamic and growth-focused organization.

## EDUCATION

---

### MOUNT CARMEL COLLEGE

Bachelor of Commerce

Aggregate Percentage ( Sem 1 - Sem 4 ) : 70.07%

Bengaluru, KA

May 2026

### MOUNT CARMEL PU COLLEGE

Pre - University Course ( CEBA )

Percentage : 83.6%

Bengaluru, KA

April 2022 - March 2023

### ST JOSEPH CONVENT GIRLS HIGH SCHOOL

10th STD

Percentage : 68%

Bengaluru, KA

May 2020 - April 2021

## INTERESTED ROLES

---

- HR Analytics
- HR Operations
- Talent Acquisition

## ACADEMIC HIGHLIGHTS

---

Currently pursuing a Bachelor of Commerce (B.Com) in my final year with a strong academic foundation in business management, communication, and organizational behavior. Demonstrated consistent performance throughout the course and actively contributed to group discussions, assignments, and classroom activities aimed at developing practical understanding of HR and operational concepts.

## RELEVANT COURSEWORK

---

- Human Resource Management
- Management and Behavioral Process
- Managerial Economics
- Financial Management

## SKILLS

---

- Proficient in MS Office (Word, Excel, PowerPoint)
- Experienced with Google Docs, Sheets, and Drive
- Basic understanding of HR and administrative functions
- Strong communication skills, both written and verbal
- Effective time management and organizational abilities
- Quick learner, adaptable to new environments and challenges

## LANGUAGES

---

- English : Read, Write, Speak
- Hindi : Read, Write, Speak