

MEGHA BANSAL

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SUMMARY

I am a detail-driven and committed Accounting and Strategic Finance student with a consistent track record of responsibility, timeliness, and initiative. Combines academic strength with a proactive mindset to continuously build financial expertise and contribute effectively in results-focused, high-pressure settings.

ACADEMICS QUALIFICATION

Mount Carmel College, Autonomous, Bangalore B.Com Strategic Finance (US – CMA); CGPA: 7.8/10 (4 th semester)	2026
Jain PU College, Jayanagar, Bangalore XII, Karnataka State Board; CGPA: 9.95/10	2023
National Public School BSK, Bangalore X, CBSE; CGPA: 9.2/10	2021

WORK EXPERIENCE

Spectrum Consultants India Pvt. Ltd., HR Intern <ul style="list-style-type: none">Conducted telephonic screenings and shared interview updates, improving recruiter efficiency and candidate experience.Supported full-cycle recruitment: sourcing, screening, interview coordination, and onboarding.Helped draft and update job descriptions to align roles with departmental needs.	May - July 2025
NICT Computer Education, Intern Administrator <ul style="list-style-type: none">Advised students on course selections aligned with their career goals.Assisted students throughout the admission process to the issuance of certificates.Maintained meticulous records of transactions, including registrations, course fees, and dues.	May - July 2024
Rishabh Road Service, Junior Accountant <ul style="list-style-type: none">Captured & processed all financial transactions using enterprise accounting software to ensure data integrity.Prepared, reviewed, & submitted invoices with precision, supporting timely accounts receivable operations.Managed challan records for advance & final payments to support audits, reconciliation, and financial reporting.	April - August 2023

ROLES & RESPONSIBILITIES

Center for Extended Education (CEE), Head - Communication & Social Media Sector <ul style="list-style-type: none">Organized seminars and sign-up drives to promote courses and certifications like IELTS, CAT, and UPSC.Designed promotional materials and presentations for speaker sessions, enhancing the visibility and impact of the events.
Student Council, Core team member <ul style="list-style-type: none">Streamlined registration procedures, significantly reducing processing times.Managed administrative tasks for major events such as Academia'24 and Cultural Week, ensuring efficient operations.
Art and Decor, Core team member <ul style="list-style-type: none">Planned and executed decorations for various campus events.Led the team to ensure timely completion of tasks with a focus on creativity and excellence.

AWARDS & CERTIFICATIONS

- Tally Certified (Tally Solutions Pvt Ltd)** - Acquired foundational skills in Tally, including company creation, ledger setup, voucher entry, basic GST application, and preparation of simple financial statements and reports
- Basic Microsoft Power BI** - Developed Power BI skills, including data import, visual reporting, and introductory dashboard building for improved insights.
- Basic Microsoft Excel** - Gained foundational knowledge in Excel, covering data organization, formulas, formatting, and chart creation for clear data presentation and analysis.