

# MEGHA BANSAL

+91 7892791125 | bmegha432@gmail.com | linkedin.com/in/megha-bansalo409/

## SUMMARY

I am a detail-driven and committed student focused on building strong analytical and operational problem-solving skills. I approach challenges with a mix of data-based thinking and practical, process-oriented decision-making. With a consistent record of responsibility, timeliness, and initiative, I aim to contribute effectively to efficient workflows, smooth execution, and results-oriented operations.

## ACADEMICS QUALIFICATION

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

## WORK EXPERIENCE

<b>Spectrum Consultants India Pvt. Ltd., HR Intern</b>	<b>May - July 2025</b>
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.	
<b>NICT Computer Education, Intern Administrator</b>	<b>May - July 2024</b>
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.	
<b>Rishabh Road Service, Junior Accountant</b>	<b>April - September 2023</b>
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.	

## ROLES & RESPONSIBILITIES

<b>Center for Extended Education (CEE), Head - Communication &amp; Social Media Sector</b>
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.
<b>Student Council, Core team member</b>
Streamlined registration procedures, significantly reducing processing times.
Managed administrative tasks for major events such as Academicia'24 and Cultural Week, ensuring efficient operations.
<b>Art and Decor, Core team member</b>
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

- Smart India Hackathon (National Level) – Created** and presented a **forward-thinking, sustainable solution** addressing the case challenge, achieving **successful idea submission**.
- 1<sup>st</sup> place** - HR Competition 2025 - Mount Carmel College
- 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.