

# MEGHANA M

## HUMAN RESOURCE

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Sidlaghattat

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### ABOUT ME

A dedicated and detail-oriented HR intern with hands-on experience in recruitment, employee engagement, and record management. Passionate about building positive workplace culture and developing effective HR strategies. Eager to contribute to an organization that values teamwork, learning, and growth.

### EDUCATION

#### MBA IN HUMAN RESOURCE

Mount Carmel College

2024-2026

#### BSC

Bangalore North University

2019-2022

percentage

8.7cgpa

#### PUC

Department of Pre University Education

2017-2019

Percentage

72%

#### SSLC

Karnataka Secondary Education Board

2017

Percentage

82%

### EXPERIENCE

#### HR INTERN

MANIPAL HOSPITALS, BENGALURU

SEPTEMBER-2025

#### RESPONSIBILITIES:

- Assisted in the recruitment and onboarding process by shortlisting candidates
- Sourcing Resume
- Scheduling interviews.
- Supported the HR team in maintaining employee records and updating HR databases.
- Helped organize employee engagement activities to improve workplace morale.

### SKILLS

MS Excel

Power BI

Tableau

Power point

Advance excel

Recuritment

### CERTIFICATIONS

Human Resource Management-cursa (By Armin Trost)

Gained knowledge in recruitment,performance managment,and employee relation.