

MEHWISH MUZAMMIL

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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 Bengaluru, KA

May 2026

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

MOUNT CARMEL PU COLLEGE

Pre - University Course (CEBA) Bengaluru, KA

April 2022 - March 2023

Percentage : 83.6%

ST JOSEPH CONVENT GIRLS HIGH SCHOOL

10th STD Bengaluru, KA

May 2020 - April 2021

Percentage : 68%

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