

# MEGHA BANSAL

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

## WORK EXPERIENCE

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

## ROLES & RESPONSIBILITIES

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

## 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.