

MEGHA BANSAL

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

SUMMARY

I am a detail-driven and committed student who continuously strengthens strong analytical and strategic skills. I blend financial understanding with a creative, consumer-focused perspective, enabling me to tackle challenges with both data-driven clarity and compelling storytelling. With a proven record of responsibility, timeliness, and initiative, I aim to add value and contribute effectively in dynamic, results-oriented roles.

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 • 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 • 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 • 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 - September 2023

ROLES & RESPONSIBILITIES

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

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