

# 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

Banglore 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

Recruitment

### CERTIFICATIONS

Human Resource Management-cursa (By Armin Trost)

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