

MEGHA BANSAL

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SUMMARY

I am a detail-driven and committed Accounting and Strategic Finance student with a consistent track record of responsibility, timeliness, and initiative. Combines academic strength with a proactive mindset to continuously build financial expertise and contribute effectively in results-focused, high-pressure settings.

ACADEMICS QUALIFICATION

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| Mount Carmel College, Autonomous, Bangalore | 2026 |
| B.Com Strategic Finance (US – CMA); CGPA: 7.8/10 (4 th semester) | |
| Jain PU College, Jayanagar, Bangalore | 2023 |
| XII, Karnataka State Board; CGPA: 9.95/10 | |
| National Public School BSK, Bangalore | 2021 |
| X, CBSE; CGPA: 9.2/10 | |

WORK EXPERIENCE

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| Spectrum Consultants India Pvt. Ltd., HR Intern | May - July 2025 |
| • 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. | |
| NICT Computer Education, Intern Administrator | May - July 2024 |
| • 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. | |
| Rishabh Road Service, Junior Accountant | April - August 2023 |
| • 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. | |

ROLES & RESPONSIBILITIES

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| 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

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| • 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. |