

Megha Komath

Master's in Business Administration (Human Resource and Finance)



CAREER OBJECTIVE

A self-motivated and result oriented MBA HR graduate looking for an opportunity in the field of human resource, to grow my skills and knowledge which can further lead to the growth of the organization.



PROFESSIONAL EXPERIENCE

Human Resource Intern

LISIE Hospital

Ernakulum, Kerala | September 2024 - December 2024

- Assisted in the recruitment process by screening resumes, scheduling interviews, and coordinating with candidates.
- Supported employee onboarding by preparing documentation, conducting orientation, and maintaining employee records.
- Managed employee attendance, leaves, and payroll support tasks to ensure accurate reporting.
- Provided administrative support for employee relations activities and maintained confidential employee files.

Officer Insurance

Bajaj Finserv

Teamlease Services Pvt. Ltd. (Payroll)

Ernakulum, Kerala | February 2023 - September 2024

- Analyzed potential client requirements and prepared comprehensive plans that meet client insurance needs and financial goals.
- Provided customers with accurate insurance policy information.
- Responded to customer inquiries regarding insurance policies, benefits, and related matters.
- Validated insurance claim documents and reviewed claim processes.
- Coordinated claims verdict and settlement.
- Achieved monthly sales targets of INR 5 Lakh by effectively selling insurance policies.
- Documented results, tracked data, and analyzed trends for business forecasting.



CONTACT

Phone

+91 8921367256

Email

meghakomath@gmail.com

LinkedIn

linkedin.com/in/megha-k-8b1386227/



EDUCATION

Post-graduation (MBA) -

Aditya School of Business

Management, Anna University

Coimbatore (TN) | 2023 with 88%

Graduation (BBA) -

Mahatma Gandhi College,

Kannur University

Kannur (Kerala) | 2021 with 82%



RELEVANT SKILLS

Good Communication

Data Analytics & review

MS Office Suite

HR Documentation & Compliance

Employee Relations & Engagement