

**Meghna Adhikary**  
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Seeking a dynamic and challenging career in the organization for making positive contribution towards the organization and personal goal.

### **BRIEF OVERVIEW**

- MBA (Finance and Human Resource Management) from Jyoti Nivas College
- Successfully completed summer internship in Indian Oil Corporation Limited, Assam and gained knowledge of the concept of inventory management
- Completed course in airfare ticketing.
- Excellent team player with strong analytical, leadership and organizational skills; ability in learning new concepts quickly, working well under pressure & communicating ideas clearly.
- Been proactive and focused as a student and professional.

### **ACADEMIC CREDENTIAL**

- **MBA** - Jyoti Nivas College Autonomous (2018- 2020)      Bangalore University  
1<sup>st</sup> semester 64.57% 2nd semester 66.29% 3<sup>rd</sup> semester 59.5
- **B. Com** - Jyoti Nivas College Autonomous (2015-2017) Bangalore University  
64.27%
- **PUC** - Summer Valley School (2015) ISC 72.25%
- **SSLC** - Summer Valley School (2013) Indian Certificate for Secondary Education 67.6%

### **CERTIFICATION**

- Completed certification course in airfare ticketing
- Completed certification course in human resource management

### **SUMMER INTERNSHIP**

**Organization** – Prasaanti Tourist Lodge

**Key learning:**

- To attend to the customer's queries.
- To know the functioning of the company

**Organization** - Indian Oil Corporation Limited Guwahati Refinery

**Project title** - “A study on inventory management Indian Oil Corporation Limited at Guwahati Refinery”

**Key learning:**

- To study how sufficient large size of inventory is maintained in the Guwahati refinery to meet the demand of finished goods and to meet the demand of raw material
- To understand the investment in inventories
- To study the continuous supply of raw material
- To know how the funds are utilised

## **ACCOLADES**

### **CO-CURRICULAR**

- Participated in a national conference on “The Digital World: emerging trends in management, chemistry, IT, literary and cultural studies.”
- 1<sup>st</sup> prize in “Case analysis workshop”
- Participation in a regional seminar on “Innovation Management”.
- Seminar in lateral thinking and creative problem solving.
- Workshop on depository services.
- Participated in Jyoti Submit 2018 – The Digital World
- UGC National Level Conferences

### **EXTRA CURRICULAR**

- Head of Disciplinary committee in Gran Torino Fest
- Social work in an NGO

## **PROJECTS**

- “A study on the contribution of weavers in the Muga Silk Industry promoting silk tourism in Assam”.
- “A study on Inventory Management of Indian Oil Corporation Limited at Guwahati Refinery”.
- X – Culture - Industrial relations of Lake Louise Ski Resort in Canada

## **Skills**

- Proficient in Microsoft Word, PowerPoint, basic excel.
- Communicating Skills

- Online Research
- Presentation Skills
- Fluent in English
- Multi-tasking, Creative and Hard Working as well as smart working

**PERSONAL DOISSER**

- Date of Birth: 29<sup>TH</sup> December 1996
- Languages Known: English, Hindi and Assamese.
- Address: 275, 17f main KHB colony Koramangala 5<sup>th</sup> block  
Bangalore 560095

I hereby declare that the above mentioned information is true to the best of my knowledge.