

MEGHA KUMARI

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Summary

Graduate with a Bachelor of Computer Applications (BCA) and internship experience at **TATA CUMMINS** and **Octa Net Services Pvt. Ltd.**, seeking an entry-level HR Recruiter / Talent Acquisition Executive role. Strong in employee coordination, communication, recruitment tracking, and administrative support, with a keen interest in Human Resources.

PROFESSIONAL EXPERIENCE

HR & Operations Intern – Tata Cummins Pvt. Ltd. (On-site) | Sept 2024 – Nov 2024

- Supported employee task tracking and daily reporting through a task management tracker
- Coordinated with employees to understand job roles, task workflows, and reporting requirements.
- Assisted HR team with employee coordination, communication, and workforce monitoring.
- Supported HR documentation and administrative operations.

Operations Intern – OctaNet Services Pvt. Ltd. (Remote) | June 2024 – July 2024

- Assisted in documentation, reporting, and team coordination activities.
 - Followed assigned tasks and deadlines in a structured remote work environment.
 - Developed professional communication, teamwork, and time-management skills.
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SKILL

TOOLS & TECHNOLOGIES - Microsoft-Office, Microsoft-Word, Microsoft-Excel, Google sheet, Email Management

CORE HR & RECRUITMENT SKILLS - Talent Acquisition Support, Candidate Coordination, Recruitment Tracking, Employee Coordination, HR Documentation, Workforce Monitoring, Administrative Support, Onboarding Assistance

SOFT SKILLS - Communication, Interpersonal Skills, Teamwork, Time Management, Adaptability.

EDUCATION

- **Bachelor of Computer Applications (BCA)** – Netaji Subhas University, Jamshedpur. (2022-2025)
- **Higher Secondary Education** – Graduate College, Jamshedpur (2021 – 2022)