

Meghna Singhal

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EDUCATION

Institute of Management Studies <i>PGDM - Finance & Business Analytics</i>	July 2024 – Present CGPA - 9.3
Noida International University <i>B.Sc. - Radiology & Imaging Technology</i>	July 2019 – July 2022 CGPA - 8.49

WORK EXPERIENCE

Fly Ostrich India Pvt. Ltd. <i>Sustainability & Compliance Intern</i>	May 2025 – July 2025 Vaishali
<ul style="list-style-type: none">Worked on Plastic Waste Management Rules (PWM) and Extended Producer Responsibility (EPR) compliance for FMCG and manufacturing clients.Supported end-to-end 35+ EPR registrations for PIBOs on the CPCB portal, ensuring 100% compliance with regulatory timelines.Analyzed packaging data from 50,000+ SKUs and prepared compliance reports using Excel (XLOOKUP, TRIM, FILTER).Managed 25+ client folders, document audits, and official communications, improving filing efficiency.Designed 3+ SOPs using Canva and developed client feedback forms through Google Forms, streamlining onboarding.Conducted pre-audit checks for 15+ clients and coordinated for Annual Return filings, reducing non-compliance risks.	
Bajaj Finserv <i>Assistant Manager (Live Project)</i>	Oct 2025 Ghaziabad
<ul style="list-style-type: none">Built and maintained customer relationships while coordinating with the sales team.Ensured accuracy and efficiency in financial documentation and loan approval processes.	
Digital Print Point <i>Operations Executive</i>	Sep 2022 – Jan 2024 Ghaziabad
<ul style="list-style-type: none">Managed daily business operations and supervised order processing for digital printing services.Handled client interactions, ensured timely deliveries, and maintained vendor relationships.Monitored quality control and improved customer satisfaction through effective communication.Supported workflow management and team coordination to streamline service delivery.	

PROJECTS

Power BI Dashboard for HR Analytics / Power BI

- Designed a Power BI HR analytics dashboard to monitor employee attrition across departments, job roles, education fields, and salary bands for 433 employees.
- Analyzed key workforce metrics such as average age, salary, tenure, and working hours to identify trends in employee turnover and retention.
- Implemented interactive filters and visualizations (bar, donut, and line charts) to provide actionable insights on attrition by age, salary range, and department.

Power BI Dashboard for Zomato Analysis / Power BI

- Developed an interactive Power BI dashboard analyzing data from 9,551 restaurants across 15 countries and 141 cities, showcasing KPIs like ratings, cuisines, and customer votes.
- Created dynamic visualizations and geospatial maps to track restaurant distribution, top cuisines, and average ratings globally.
- Utilized slicers for data modeling and interactive filtering by country, city, and cuisine to generate actionable business insights.

TECHNICAL SKILLS

Tools : SQL, Power BI, MS Excel, Canva

Core Competencies : Data Analysis, Business Intelligence, Data Visualization

ACHIEVEMENTS

- 1st Place** – Marketing Jungle Fury (Samagam), showcasing problem-solving and strategic decision-making.
- 2nd Runner-up** – Business Analytics Competition (Samagam), applying data-driven insights to case solutions.
- Selected for **Immersion Program on International Business** at IIM Ranchi, gaining exposure to global business practices.
- Secured **90 Percentile in CAT**, reflecting strong aptitude and quantitative reasoning skills.