



MEGHANA S.D

PUBLIC RELATION & PLACEMENT OFFICER

PROFILE

A dedicated Public Relations and Placement Officer committed to enhancing the organization's reputation and connecting talent with opportunity!

Public Relations Specialist | Talent Acquisition | Career Counseling | Event Coordination | Media Liaison | Employer Branding | Networking Expert

CONTACT

- Phone Number :
+91 9902267576
- Email Address :
meg.meghanasd@gmail.com

EDUCATION

- St Philomena`s College, Mysore University
2006-2009
Bachelors of Business Management
- Certificate 3 - Accounts Administration
TAFE (Sydney,NSW Australia)

SKILLS

PROFESSIONAL

Time management

Problem solving

Communication

Quick Learning

EXPERIENCE

PUBLIC RELATION & PLACEMENT OFFICER

St Philomena`s College (Autonomous) Mysore
| May 2024- Present

Corporate Engagement:

- Establish partnerships with companies for campus recruitment.
- Manage placement drives and ensure smooth execution.

Student Placement Assistance:

- Guide students through the placement process.
- Conduct workshops, mock interviews, and resume-building sessions.

Training and Development:

- Facilitate training programs and industry interactions.
- Organize guest lectures and seminars.

Administrative Support:

- Assist with documentation and event coordination.
- Handle admission inquiries and provide guidance.

FREELANCER & SOCIAL MEDIA AGENCY FOUNDER

Brand Ambassadors | March 2021-April 2023

- Social Media Management.
- Building brand awareness.
- Marketing strategies.
- Promoted as CEO & Business Head for a client company called- www.sustainableparesh.com



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SOFTWARE & SALES SPECIALIST

MINDBODY AU (Sydney,Australia) | 2013 – 2015

- Consistently increased portfolio, bringing on top revenue-producing customers.
- Building sales funnels and relationships to their fullest.
- Professionally and effectively contacting decision-makers and being able to give an amazing live demonstration of the actual Software.

OFFICE INTERN

AFS Sydney, Australia 2012-2013

- Assisting different departments like Sending, Hosting, and helping hand for other projects (Japan-Australia Student exchange program) as well.
- Data entry, website update, creating students profiles, Scanning and filing, Various ad-hoc administrative duties,transport assistance etc.

CUSTOMER CARE EXECUTIVES/CREDIT COLLECTION OFFICER

IBM Daksh, Bangalore | 2009 to 2010

- Outbound calls
- Processing and verification
- Ensure accurate and timely payment of all invoices.
- Compiles customer payment histories by creating historical financial spreadsheets