

# MAHIN YUSUF

BBA

Motivated and detail-oriented BBA student with hands-on experience in client support, data operations, and recruitment. Strong communicator with proven ability to explain complex information clearly, support users with patience and empathy, and collaborate effectively in fast-paced, team-oriented environments. Digitally literate with proficiency in Microsoft Office, Power BI, and basic SQL.

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📍 Bengaluru, India

## EDUCATION

### Bachelor of Business Administration

Mount Carmel College CGPA-7.1

06/2023 - Present

Bengaluru

### Pre-University College

Presidency PU College 81.67%

06/2021 - 04/2023

Bengaluru

### KARNATAKA STATE BOARD 10th Grade

Cluny Convent High School 64.64%

04/2020 - 04/2021

Bengaluru

## WORK EXPERIENCE

### Data Operations & Recruitment Intern

2SR Innovations

04/2025 - 07/2025

Bengaluru

Achievements/Tasks

- Investigated and resolved data accuracy issues in the recruitment database, ensuring **100% precision** in candidate tracking and reporting.
- Collaborated with cross-functional HR and operations teams to **standardize and streamline sourcing workflows**, improving overall process efficiency by **25%**.
- Coordinated and scheduled **40+ structured interviews** and **conducted cold calls** to potential candidates, providing role details, clarifying queries, and ensuring **smooth communication between hiring managers and candidates**.
- Conducted **20+ initial screening interviews**, evaluating technical skills, experience, and cultural alignment to build quality shortlists.
- Provided **email and chat-based support** to internal teams, ensuring clear communication and timely resolution of issues.
- Proposed **data-driven screening enhancements** leveraging LinkedIn and job portals, strengthening candidate sourcing strategies.
- Assisted in **onboarding 10+ new hires**, ensuring documentation accuracy and smooth assimilation into company processes.
- **Delivered measurable operational impact** by optimizing data management and supporting placements that generated **₹4 lakh+ in revenue**.
- **Applied analytical, technical, and problem-solving skills** to evaluate operational risks, address control gaps, and deliver data-backed insights for process improvement initiatives.

## SKILLS

Leadership

Problem-Solving

Data Accuracy

Strong Communication

Adaptability & Quick Learning

Collaboration & Teamwork

Time Management & Multitasking

Digital Literacy

## TECHNICAL SKILLS

Power BI/ Tableau

Microsoft office Suite Excel, Word, Powerpoint

SQL ( Basic Queries, Data Extraction )

## CERTIFICATES

MICROSOFT CERTIFIED AZURE AI FUNDAMENTALS  
(11/2024)

MILES EDUCATION AI CERTIFICATE (07/2025)

## LANGUAGES

English

*Native or Bilingual Proficiency*

Kannada

*Professional Working Proficiency*

Hindi

*Native or Bilingual Proficiency*