MAHIN YUSUF

BBA

Analytical and detail-driven BBA student with practical experience in recruitment and data operations. Proficient in data management, cleaning, and transformation using Excel, Power BI, and basic SQL. Skilled at identifying data discrepancies, organizing large datasets, and extracting actionable insights to support business and operational goals. Demonstrates strong problem-solving, communication, and project management abilities, with proven adaptability in fast-paced, data-centric environments.

✉ mahinyusuf786@gmail.com   📱 +917483552775   📍 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**, facilitating seamless communication between hiring managers and candidates.
- Conducted **20+ initial screening interviews**, evaluating technical skills, experience, and cultural alignment to build quality shortlists.
- 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.
- Collaborated within a fast-paced, diverse team environment—demonstrating adaptability, problem-solving, and continuous improvement mindset essential to **Operations Analyst success**.

SKILLS

Leadership   Data Analysis   Problem-Solving

Analytical Thinking   Strong Communication

Interpersonal Skills   Attention to Detail

Process - Orieted Approach

Adaptability & Quick Learning

Collaboration & Teamwork

Time Management & Multitasking

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