

DANISH MANDAL

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OBJECTIVE

BBA graduate with experience in HR operations and data reporting. Skilled in Excel and familiar with Power BI. Open to opportunities across HR, operations, analytics, and related business functions.

EDUCATION

Bachelor of Business Administration (Honours), Techno India University 2022 – 2025
CGPA: 7.75

Senior Secondary (Class 12), Army Public School, Barrackpore 2020 – 2022
Percentage: 88% (Humanities)

Secondary (Class 10), Army Public School, Barrackpore Completed: 2020
Percentage: 76%

SKILLS

| | |
|-----------------------|----------------------------------------------------------------------------------|
| Tools | Excel (Pivot, Lookup, Power Query), PowerPoint, Power BI (DAX), Google Workspace |
| Core Strengths | Fast Learner, Organized, Process-Oriented, Problem-Solver, Team Collaborator |
| Languages | English, Hindi, Bengali |

EXPERIENCE

HR & Operations Intern May 2024 – Jun 2024
CollegeTips.in *Kolkata, West Bengal*

- Coordinated end-to-end recruitment tasks including screening, communication, and interview scheduling.
- Managed a 200+ candidate Excel database, improving follow-up efficiency through structured tracking.
- Prepared weekly operational summaries and documentation to support management decision-making.

PROJECTS

Power BI Sales Dashboard [\(View Dashboard\)](#)

- Built an interactive dashboard covering sales trends, category performance, and 10+ KPIs.
- Cleaned datasets, created DAX measures, and developed drill-down visual reports.
- Improved reporting clarity by automating insights and reducing manual analysis time.

FitHub Wellness Community – Startup Operations Project [\(Project Link\)](#)

- Supported branding, website structure, and engagement planning for a startup community.
- Assisted in workflow coordination and content planning to improve operational execution.

CERTIFICATIONS

McKinsey.org – Forward Program

- Completed a globally recognized program focused on problem-solving, digital collaboration, and structured communication.
- Built capabilities in critical thinking, agile teamwork, and real-world business scenario analysis.

Business Analytics with Excel – Simplilearn [Certificate](#)

- Learned Pivot Tables, Lookup formulas, and data cleaning techniques for business reporting.
- Applied analytics concepts to create structured reports for decision support.