

DANISH MANDAL

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OBJECTIVE

BBA graduate with a basic understanding of how business processes work and hands-on experience in data handling and reporting. Comfortable working with Excel for tracking and documentation during internships. Looking for an entry-level Analyst role in Business Consulting or Risk where I can learn on the job and support teams in structured, process-driven work.

EDUCATION

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

2022 – 2025

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

July 2022

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

July 2020

SKILLS

Data Handling	Excel data entry, tracking, sorting, basic analysis
Reporting	Preparing weekly summaries and structured reports
Business Basics	Understanding simple business processes and workflows
Tools	MS Excel (Pivot Tables, Lookups), Power BI (basic dashboards), PowerPoint
Working Style	Detail-oriented, organised, follows instructions carefully
Communication	Clear written communication, comfortable coordinating with teams
Languages	English, Hindi, Bengali

EXPERIENCE

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

- Assisted recruitment and operations by updating candidate data and maintaining trackers.
- Managed Excel sheets to track candidate status, follow-ups, and interview schedules.
- Prepared simple weekly reports for internal review and coordination.

PROJECTS

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

- Created a basic dashboard to show trends and key performance numbers.
- Used simple DAX measures and visuals to summarise data.
- Focused on clarity and ease of understanding rather than complex analysis.

CERTIFICATIONS

McKinsey.org – Forward Program [Certificate](#)

- Learned structured problem-solving and how to break complex business problems into clear steps.
- Practiced professional communication, teamwork, and decision-making through real-world business scenarios.

J.P. Morgan Investment Banking Job Simulation – Forage [Certificate](#)

- Completed a practical simulation covering M&A target screening, company analysis, and valuation basics.
- Built a discounted cash flow (DCF) model and prepared a client-style summary under time constraints.