

# 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

<b>Bachelor of Business Administration (Honours)</b> , Techno India University	2022 – 2025
CGPA: 7.75	
<b>Senior Secondary (Class 12)</b> , Army Public School, Barrackpore	2020 – 2022
Percentage: 88% (Humanities)	
<b>Secondary (Class 10)</b> , Army Public School, Barrackpore	Completed: 2020
Percentage: 76%	

## SKILLS

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

## EXPERIENCE

<b>HR &amp; Operations Intern</b> CollegeTips.in	May 2024 – Jun 2024 <i>Kolkata, West Bengal</i>
<ul style="list-style-type: none"><li>Coordinated end-to-end recruitment tasks including screening, communication, and interview scheduling.</li><li>Managed a 200+ candidate Excel database, improving follow-up efficiency through structured tracking.</li><li>Prepared weekly operational summaries and documentation to support management decision-making.</li></ul>	

## PROJECTS

<b>Power BI Sales Dashboard</b>	(View Dashboard)
<ul style="list-style-type: none"><li>Built an interactive dashboard covering sales trends, category performance, and 10+ KPIs.</li><li>Cleaned datasets, created DAX measures, and developed drill-down visual reports.</li><li>Improved reporting clarity by automating insights and reducing manual analysis time.</li></ul>	
<b>FitHub Wellness Community – Startup Operations Project</b>	(Project Link)
<ul style="list-style-type: none"><li>Supported branding, website structure, and engagement planning for a startup community.</li><li>Assisted in workflow coordination and content planning to improve operational execution.</li></ul>	

## CERTIFICATIONS

<b>McKinsey.org – Forward Program</b>	
<ul style="list-style-type: none"><li>Completed a globally recognized program focused on problem-solving, digital collaboration, and structured communication.</li><li>Built capabilities in critical thinking, agile teamwork, and real-world business scenario analysis.</li></ul>	
<b>Business Analytics with Excel – Simplilearn</b>	Certificate
<ul style="list-style-type: none"><li>Learned Pivot Tables, Lookup formulas, and data cleaning techniques for business reporting.</li><li>Applied analytics concepts to create structured reports for decision support.</li></ul>	