

DANISH MANDAL

+91-8240 531 553 ◇ Kolkata, West Bengal

danish071@icloud.com ◇ [linkedin.com/danish](https://www.linkedin.com/danish) ◇ [personal-portfolio](#)

OBJECTIVE

BBA Graduate with internship experience in HR, seeking full-time roles in Business Analysis, HR, or Marketing.

EDUCATION

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

Relevant Coursework: Business Analysis, Marketing, Operations, Human Resource Management

Senior Secondary (Class 12), Army Public School, Barrackpore 2020 – 2022

Stream: Humanities (Arts)

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

SKILLS

Technical Skills Microsoft Office (Word, Excel, PowerPoint, Power BI), Google Workspace, MIS

Soft Skills Communication, Teamwork, Critical Thinking, Adaptability

Languages English, Hindi, Bengali

EXPERIENCE

HR Intern May 2024 - Jun 2024

CollegeTips.in *Kolkata, West Bengal*

- Supported end-to-end recruitment: scheduling, screening, and onboarding.
- Maintained employee records and handled administrative HR tasks.
- Assisted in coordinating interviews and candidate communication.

CERTIFICATIONS

JPMorgan Chase Investment Banking Job Simulation [\(Certificate\)](#)

- Identified an M&A target aligned with client strategy and financial criteria; summarized auction dynamics.
- Built a DCF valuation and adjusted for a competing bid and supply-chain disruption.

Fidelity International Investment Management Job Simulation [\(Certificate\)](#)

- Optimized a multi-asset portfolio using Sharpe Ratio and Excel Solver; delivered allocation recommendations.
- Assessed equities and fixed income via SWOT and relative valuation; translated insights into sales ideas.

Career Essentials in Business Analysis by Microsoft and LinkedIn [\(Certificate\)](#)

- Learned data cleaning, interpretation, and visualization with Excel and Power BI.
- Built dashboards and communicated insights to support data-driven decisions.

LEADERSHIP

- Led and coordinated a university startup exhibition at Techno India University, managing 31 teams. Oversaw event planning, and team coordination, demonstrating strong leadership and organizational skills.