

DANISH MANDAL

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OBJECTIVE

BBA graduate with HR, operations, and data management experience. Strong in Excel reporting and workflow coordination. Open to roles in HR, Operations, Business Support, or Analyst Support.

EDUCATION

Bachelor of Business Administration (Honours) , Techno India University	2022 – 2025
Coursework: Management, Marketing, HRM, Business Communication, Operations	
Senior Secondary (Class 12) , Army Public School, Barrackpore	2020 – 2022
Secondary (Class 10) , Army Public School, Barrackpore	Completed: 2020

SKILLS

Tools	Microsoft Excel, PowerPoint, Power BI (Basic), Google Workspace, MIS Reporting
Professional Skills	Coordination, Documentation, Time Management, Communication
Core Strengths	Fast Learner, Organized, Process-Oriented, Problem-Solver, Team Collaborator
Languages	English, Hindi, Bengali

EXPERIENCE

HR & Operations Intern CollegeTips.in	May 2024 – Jun 2024 <i>Kolkata, West Bengal</i>
<ul style="list-style-type: none">Handled recruitment coordination including screening, candidate communication, and interview scheduling.Maintained structured Excel databases for candidate tracking, reducing follow-up delays.Prepared weekly operational summaries and documentation for management review.	

PROJECTS

Power BI Sales Dashboard	(View Dashboard)
<ul style="list-style-type: none">Designed an interactive Power BI dashboard visualizing sales trends, category performance, and KPIs.Integrated cleaned datasets, created DAX measures, and built drill-down visual reports.Improved decision-making visibility through automated and dynamic data insights.	
FitHub Wellness Community – Startup Operations Project	(Project Link)
<ul style="list-style-type: none">Supported branding, website structure, and community engagement initiatives for the startup.Managed operations tasks including workflow coordination and content planning to improve overall execution.	

CERTIFICATIONS

McKinsey.org – Forward Program	
<ul style="list-style-type: none">Completed a globally recognized professional development program focused on problem-solving, digital collaboration, and structured communication.Built skills in critical thinking, agile teamwork, and real-world business scenario handling.	
Business Analytics with Excel – Simplilearn	Certificate
<ul style="list-style-type: none">Gained proficiency in Pivot Tables, Lookup formulas, and data cleaning techniques.Practiced building analytics reports for business insights and decision support.	