

# DANISH MANDAL

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## OBJECTIVE

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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

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**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

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

## EXPERIENCE

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

- 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

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

- 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** [\(Project Link\)](#)

- 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

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**McKinsey.org – Forward Program**

- 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](#)

- Gained proficiency in Pivot Tables, Lookup formulas, and data cleaning techniques.
- Practiced building analytics reports for business insights and decision support.