

# DANISH MANDAL

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## OBJECTIVE

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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

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**Bachelor of Business Administration (Honours)**, Techno India University 2022 – 2025  
CGPA: 7.75

**Senior Secondary (Class 12)**, Army Public School, Barrackpore July 2022  
Percentage: 88% (Humanities)

**Secondary (Class 10)**, Army Public School, Barrackpore July 2020  
Percentage: 76%

## SKILLS

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

## EXPERIENCE

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**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

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**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

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**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.