



AZAD RAO <rao65349@gmail.com>

Internship Offer for the Position of Data Analyst Intern

1 message

HR M Core <hr@mccorecables.com>

21 May 2025 at 21:39

To: "rao65349@gmail.com" <rao65349@gmail.com>

Dear Azad Rao,

We are pleased to extend to you this formal offer for the position of **Data Analyst Intern at M-Core Industries Pvt. Ltd.**, for a duration of **six (6) months**, commencing from 23-May-25.

This internship is structured to provide you with practical, hands-on experience in the field of data analysis and support your professional development in a corporate environment.

Internship Terms & Conditions

Designation: Data Analyst Intern

Duration: 6 Months

Office Hours: 9:00 AM to 6:00 PM, Monday to Saturday

Location: Phase 5, HSIIDC, Plot No 259 Sector-53, Kundli, Sonipat, Haryana 131028

Stipend: ₹5,000/- (Rupees Five Thousand only) per month

Roles & Responsibilities

As a Data Analyst Intern, your responsibilities will include (but are not limited to) the following:

- Assist in the collection, cleaning, and analysis of data to support business decisions.
- Collaborate with the analytics team to generate reports, dashboards, and visual insights.
- Align closely with the in-house Data Analyst(s) to ensure consistency and accuracy in deliverables.
- Identify patterns and trends using data analytics tools and suggest actionable insights.
- Ensure data integrity, confidentiality, and secure handling of all company information.
- Participate in team meetings and contribute constructively to discussions on data-driven strategies.

Confidentiality & Conduct

During the internship period, you will be expected to adhere to company policies, maintain strict confidentiality of all data and business information, and conduct yourself in a professional manner at all times. Any breach of these expectations may result in immediate termination of the internship.

Completion & Certification

Upon successful completion of the internship, based on satisfactory performance and adherence to the above responsibilities, you will be awarded an **Internship Completion Certificate** by M-Core Industries Pvt. Ltd.

We are confident that your time with us will be mutually beneficial, and we look forward to your contribution to our team. Please confirm your acceptance of this offer by signing and returning a copy of this letter by 23-May-2025.

If you have any questions, please do not hesitate to contact us.

Warm regards,
Vishvender Singh
HR Manager
M-Core Industries Pvt. Ltd.

Intern's Acknowledgment and Acceptance

I, Azad Rao, hereby accept the offer of internship as a Data Analyst Intern at M-Core Industries Pvt. Ltd. I have read and understood the terms and conditions stated above and agree to abide by them.

Signature: _____

Date: _____