InfoJoy Data Quality Guide

Follow below guidelines for the data cleaning process for each file.

1. First Name:

- ❖ First Name should not contain any special characters and Numbers like 0-9.
- ❖ First Name can contain space Between two words.

2. Last Name:

- ❖ Last Name should not contain any special characters and Numbers like 0-9.
- ❖ Last Name can contain space Between two words.
- ❖ Last Name cells can be blank.

3. Email ID:

- ❖ Email ID should not contain any special characters.
- ❖ Email ID can contain numbers only in email Domain
- ❖ Email should not contain generic email Id's like gmail.com,Yahoo.com,aol.com etc

1. gmail.com
2. yahoo.com
3. hotmail.com
4. aol.com
5. hotmail.co.uk
6. hotmail.fr
7. msn.com
8. yahoo.fr
9. wanadoo.fr
10. orange.fr
11. comcast.net
12. yahoo.co.uk

13. yahoo.com.br
14. yahoo.co.in
15. live.com
16. rediffmail.com
17. free.fr
18. gmx.de
19. web.de
20. yandex.ru
21. ymail.com
22. libero.it
23. outlook.com
24. uol.com.br
25. bol.com.br
26. mail.ru
27. cox.net
28. hotmail.it
29. sbcglobal.net
30. sfr.fr
31. live.fr
32. verizon.net
33. live.co.uk
34. googlemail.com
35. yahoo.es
36. ig.com.br
37. live.nl
38. bigpond.com
39. terra.com.br
40. yahoo.it
41. neuf.fr
42. yahoo.de
43. alice.it
44. rocketmail.com
45. att.net
46. laposte.net
47. facebook.com
48. bellsouth.net
49. yahoo.in
50. hotmail.es
51. charter.net

52. yahoo.ca
53. yahoo.com.au
54. rambler.ru
55. hotmail.de
56. tiscali.it
57. shaw.ca
58. yahoo.co.jp
59. sky.com
60. earthlink.net
61. optonline.net
62. freenet.de
63. t-online.de
64. aliceadsl.fr
65. virgilio.it
66. home.nl
67. qq.com
68. telenet.be
69. me.com
70. yahoo.com.ar
71. tiscali.co.uk
72. yahoo.com.mx
73. voila.fr
74. gmx.net
75. mail.com
76. planet.nl
77. tin.it
78. live.it
79. ntlworld.com
80. arcor.de
81. yahoo.co.id
82. frontiernet.net
83. hetnet.nl
84. live.com.au
85. yahoo.com.sg
86. zonnet.nl
87. club-internet.fr
88. juno.com
89. optusnet.com.au
90. blueyonder.co.uk

91. bluewin.ch
92. skynet.be
93. sympatico.ca
94. windstream.net
95. mac.com
96. centurytel.net
97. chello.nl
98. live.ca
99. aim.com
100. bigpond.net.au

❖ **There are more generic email id list :**

1) admin@CompanyDomain
2) support@CompanyDomain
3) billing@CompanyDomain
4) hello@CompanyDomain
5) careers@CompanyDomain
6) domains@CompanyDomain
7) partners@CompanyDomain
8) press@CompanyDomain
9) Info@CompanyDomain
10) help@CompanyDomain
11) noreply@CompanyDomain
12) affiliates@CompanyDomain
13) media@CompanyDomain
14) hi@CompanyDomain
15) hey@CompanyDomain

4. Company Name:

❖ Company Name should be clean.
❖ Company Name can contain number like 0-9

5. Company Website:

❖ Remove Http://www. from company domain .
❖ Special characters are not allowed on the company website.
❖ It can contain numbers like 0-9.

6. Company Employee Size:

❖ Employee Size should be in following range:
1) 1-10
2) 11-50
3) 51-200
4) 201-500
5) 501-1000
6) 1001-5000
7) 5001-10000
8) 10000+

7. Company Revenue:

❖ Convert Revenue in below ranges:
1) $0M-$1M
2) $1M-$10M
3) $10M-$50M
4) $50M-$100M
5) $100M-$250M
6) $250M-$500M
7) $500M-$1B
8) $1B-$10B
9) $10B+

8. Company Contact Number:

❖ Company contact numbers should be clean which can not contain any special characters and alphabets.

9. Job Title:

- ❖ Job titles should not contain special characters.
- ❖ Title should not contain company name and location.
- ❖ Add full form of titles.
- ❖ Delete No Longer titles.
- ❖ Title should be in proper format.

10. Department:

- ❖ Accounting:(Tax, audit,bill , budget ,asset)
- ❖ Administrative: (Dba,admin)
- ❖ Arts And Design: (animation,graphic,)
- ❖ Business Development:
- ❖ Community And Social Services: (youth #co-ordinator)
- ❖ Consulting: (consult)
- ❖ Customer Success: (client and customer)
- ❖ Education: (student faculty college school professor learning educator exam)
- ❖ Engineering: (engineer engg)
- ❖ Entrepreneurship:(entrepreneur)
- ❖ Finance: (banking,credit,loan,investment, cash,
- ❖ Healthcare Services: hospital nurse medic clinic patient doctor radiology
- ❖ Human Resources: recruit payroll talent acquisition
- ❖ Information Technology: software IT CIO CTO, CISO developer
- ❖ Legal: law attorney court
- ❖ Marketing:market ADVERTISEMENT
- ❖ Media And Communication: music youtuber
- ❖ Military And Protective Services: government army military
- ❖ Operations: COO compliance
- ❖ Product Management:
- ❖ Program And Project Management:
- ❖ Purchasing: procurement
- ❖ Quality Assurance: Qa QC testing assurance
- ❖ Real Estate: construction,Property dealers
- ❖ Research: Ra Rn
- ❖ Sales: retail
- ❖ Support:
- ❖ Others:

11. **Seniority Level:**

   - ❖ **Owner:** Should contain Owner,President,Chairman,Chair etc
   - ❖ **Founder:** Founder,Co-Founder
   - ❖ **Partner:** All Partner Titles.
   - ❖ **C Level:** All C level Titles like CEO,COO,CMO,CCO,CSO etc and Principal and Title which contains chief Word.
   - ❖ **VP:** All Vice President level titles.
   - ❖ **Head:** All head level titles
   - ❖ **Director:** All director level titles and Board Member,Board of Directors title.
   - ❖ **Senior:** All Senior titles and Architect,Engineer,analyst,admin,Leader(Project/Team Leader etc),admin,officer,Supervisor etc
   - ❖ **Manager:** All manager level titles
   - ❖ **Entry:** All entry level titles.
   - ❖ **Internship:** All Interns and students profiles

12. **Company Industry Type:**

Main Industry	Sub Industry
Agriculture	Dairy
	Farming
	Fishery
	Ranching
Arts	Arts And Crafts
	Fine Art
	Performing Arts
	Photography
Construction	Building Materials
	Civil Engineering
	Construction
Consumer Goods	Apparel & Fashion

	Consumer Electronics
	Consumer Goods
	Consumer Services
	Cosmetics
	Food & Beverages
	Furniture
	Luxury Goods & Jewelry
	Sporting Goods
	Tobacco
	Wine And Spirits
Corporate Services	Accounting
	Business Supplies And Equipment
	Environmental Services
	Events Services
	Executive Office
	Facilities Services
	Human Resources
	Information Services
	Management Consulting
	Outsourcing/Offshoring
	Professional Training & Coaching
	Security And Investigations
	Staffing And Recruiting
Design	Architecture & Planning
	Design
	Graphic Design
Education	Elearning
	Education Management

	Higher Education
	Primary/Secondary Education
	Research
Energy & Mining	Mining & Metals
	Oil & Energy
	Utilities
Entertainment	Animation
	Broadcast Media
	Computer Games
	Entertainment
	Media Production
	Motion Pictures And Film
	Music
Finance	Banking
	Capital Markets
	Financial Services
	Insurance
	Investment Banking
	Investment Management
	Venture Capital & Private Equity
Hardware & Networking	Computer Hardware
	Computer Networking
	Nanotechnology
	Semiconductors
	Telecommunications
	Wireless
Health Care	Biotechnology
	Hospital & Health Care
	Medical Devices

	Medical Practice
	Mental Health Care
	Pharmaceuticals
	Veterinary
Legal	Alternative Dispute Resolution
	Law Practice
	Legal Services
Manufacturing	Automotive
	Aviation & Aerospace
	Chemicals
	Defense & Space
	Electrical/Electronic Manufacturing
	Food Production
	Glass, Ceramics & Concrete
	Industrial Automation
	Machinery
	Mechanical Or Industrial Engineering
	Packaging And Containers
	Paper & Forest Products
	Plastics
	Railroad Manufacture
	Renewables & Environment
	Shipbuilding
	Textiles
	Wood Timber
Media & Communications	Market Research
	Marketing And Advertising

	Newspapers
	Online Media
	Printing
	Public Relations And Communications
	Publishing
	Translation And Localization
	Writing And Editing
	Multimedia
Nonprofit	Civic & Social Organization
	Fund Raising
	Individual & Family Services
	International Trade And Development
	Libraries
	Museums And Institutions
	Nonprofit Organization Management
	Philanthropy
	Program Development
	Religious Institutions
	Think Tanks
Public Administration	Government Administration
	Government Relations
	International Affairs
	Judiciary
	Legislative Office
	Political Organization
	Public Policy
Public Safety	Law Enforcement

	Military
	Public Safety
Real Estate	Commercial Real Estate
	Real Estate
Recreation & Travel	Airlines/Aviation
	Gambling & Casinos
	Hospitality
	Leisure, Travel & Tourism
	Recreational Facilities And Services
	Restaurants
	Sports
Retail	Retail
	Supermarkets
	Wholesale
Software & IT Services	Computer & Network Security
	Computer Software
	Information Technology And Services
	Internet
Transportation & Logistics	Import And Export
	Logistics And Supply Chain
	Maritime
	Package/Freight Delivery
	Transportation/Trucking/Railroad
	Warehousing
Wellness & Fitness	Alternative Medicine
	Health, Wellness And Fitness

File Format:

First Name Last Name Job Title Email   Seniority Level   Department
Company Name   Company Website   Employee Size   Annual Revenue
Industry Type SubIndustry   Company Address   City   State Zip Code
Country   Company Phone Person Linkedin URL   Company Linkedin URL
Facebook URL   Twitter Url Keywords   SEO Description Technologies