



DATA ANALYST INTERNSHIP

ELEVATE YOUR SKILLS.



MSME

MICRO, SMALL & MEDIUM ENTERPRISES
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Ministry of MSME, Govt. of India

About the Company

We are an MSME registered company dedicated to empowering students by providing valuable internship opportunities. Our mission is to bridge the gap between college life and industry, ensuring that students are equipped with practical skills and real-world experience to succeed in their future careers.

At our company, we believe that the transition from academia to the professional world should be seamless. We offer internships across various industries and disciplines, giving students the chance to apply their academic knowledge in a dynamic, real-world environment. Our internships are designed not only to enhance students' resumes but also to foster personal and professional growth, preparing them for the challenges and opportunities that lie ahead in their careers.





ABOUT JOB DESCRIPTION

Data Analyst Internship (Remote, 1 Month - Unpaid)

Location: Remote

Duration: 1 Month

Compensation: Unpaid



Eligibility: Open to all 1st, 2nd, 3rd, and 4th Year Students, as well as Recent Graduates



SKILLS REQUIRED

Skills & Requirements:

- Basic understanding of data analysis principles and methodologies
- Proficiency in Microsoft Excel (pivot tables, VLOOKUP, basic formulas)
- Familiarity with data visualization tools (Tableau, Power BI, Google Data Studio, etc.)
- Experience with statistical analysis tools (R, Python, SPSS, etc.) is a plus
- Strong problem-solving abilities and a keen eye for detail
- Excellent communication skills (written and verbal)
- Basic understanding of SQL (for querying databases)
- Ability to work independently and meet deadlines
- Strong desire to learn and adapt in a fast-paced, remote work environment

BENEFITS UPON SUCCESSFUL COMPLETION

MSME REGISTERED CERTIFICATE

LETTER OF RECOMMENDATION

TOP PERFORMER BADGE

LIFETIME VERIFICATION OF CERTIFICATES

FULL-TIME ROLE OPPORTUNITIES FOR THE TOP 10 BEST PERFORMERS

INTERNSHIP PAYMENT DETAILS



- **NO REGISTRATION FEES.**
- **NO JOINING FEES.**
- **NO PURCHASING OF ANY COURSES IN THE NAME OF INTERNSHIP.**
- **PURE SKILL DEVELOPMENT PROGRAM**

INTERNSHIP WORKFLOW

FIRST 15 DAYS

For the first 15 days of your internship, you will be working on tasks assigned by us. These tasks are designed to help you brush up on your basics and reinforce your foundational skills in data analysis.

- Tasks will be submitted daily at the end of each day (EOD).
- Please use the provided Excel sheet to submit your work.

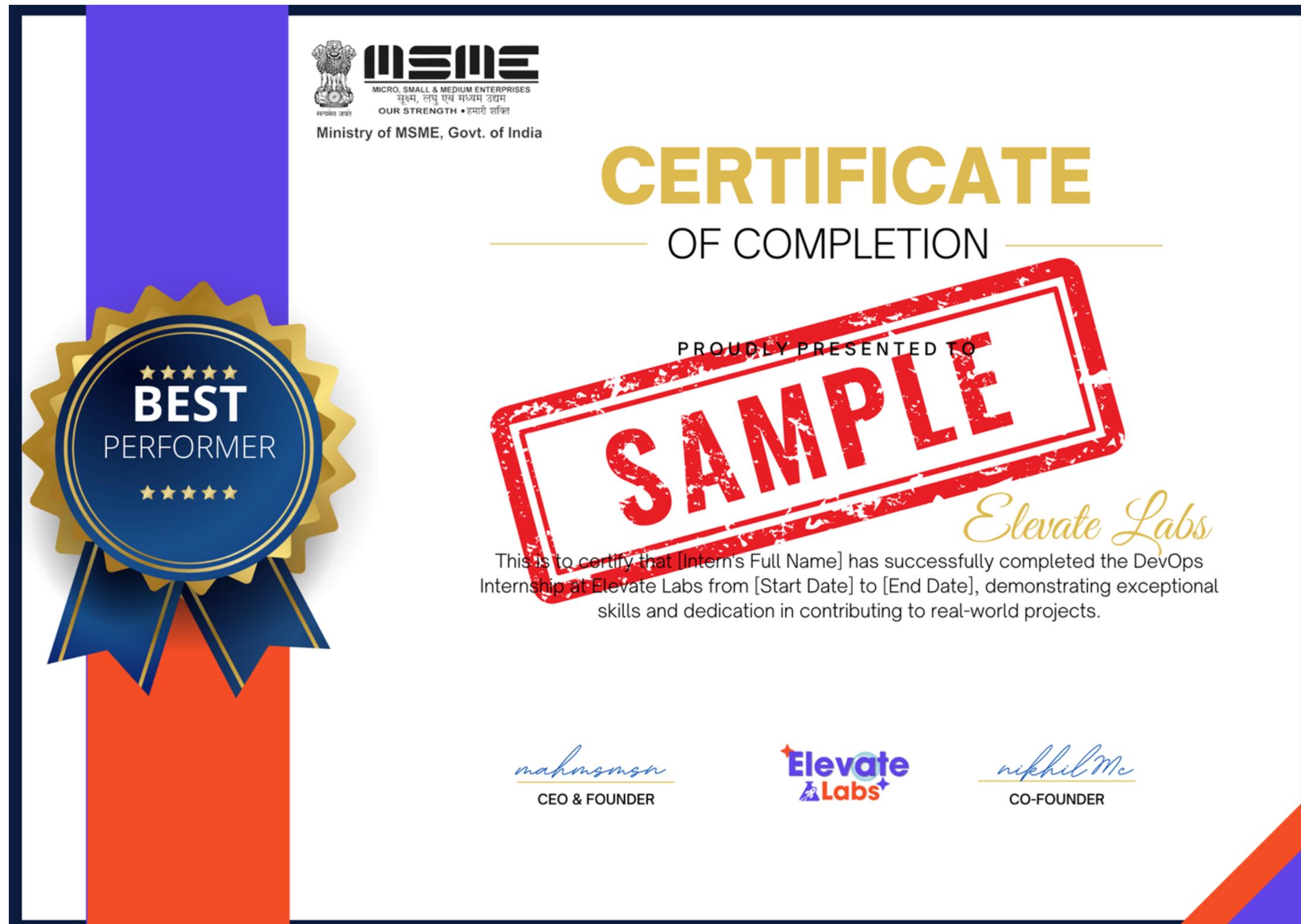
This will be an essential phase to get familiar with the tools, techniques, and processes that you'll be using throughout your internship.

NEXT 15 DAYS

In the next 15 days, you will be working on 1-2 major projects that will help you apply the skills you've learned so far. These projects are designed to be industry-relevant and will add significant value to your resume.

- Focus on quality work and apply your knowledge to real-world problems.
- These projects will give you hands-on experience and help build a strong portfolio.

This phase is crucial for your professional growth and will showcase your abilities to potential employers.



Criteria for Selecting Top Performers

Timely Submission of Tasks

Submit all assigned tasks daily without fail.

Maintain consistency and attention to detail in task submissions.

Project Completion and Quality

Successfully complete 1-2 major projects with high quality and precision.

Projects should demonstrate practical application of data analysis skills and be well-documented.

Task Presentation

Present tasks and projects clearly and professionally, demonstrating your understanding of the work.

Ability to explain and justify your methods and results.

Activeness and Participation

Be proactive in seeking help when needed and contribute ideas during team discussions.

Engage actively in meetings, webinars, or any training sessions conducted during the internship.

Professional Behaviour

Demonstrate professionalism in your communication, attitude, and time management.

Maintain a positive, respectful demeanor with colleagues and mentors.

Internship Certificate

In order to be eligible for a Pre-Placement Offer (PPO), you must successfully complete all tasks and projects and receive your Internship Certificate at the end of the program.

By meeting these criteria, you will not only earn recognition as a top performer but also position yourself for a possible full-time opportunity with the company.

DAILY WORKFLOW

FIRST 15 DAYS

Every day, tasks will be shared in the group at 10 AM, and you are expected to complete your responsibilities by 6 PM. Once completed, you should upload your work to the new GitHub repository, ensuring it's well-organized and documented. Afterward, paste the link to your GitHub repository in the given Excel sheet where your name is listed. This process will help us track your progress and ensure timely evaluation of your work.

NEXT 15 DAYS - Project Updates and Submission

In the next 15 days, as you start working on your projects, you are required to update your project every 2 days. Ensure that your progress is consistently documented and shared. At the end of this phase, you will need to submit your final project in a separate repository. Once you complete this and submit the final project, you will be eligible to receive your Internship Certificate.

PROCESS AFTER INDUCTION PROGRAM

INDUCTION PROGRAM

INTERESTED CANDIDATES WILL ENTER
THEIR DETAILS IN EXCEL SHEET

THESE CANDIDATES WILL RECEIVE
OFFER LETTERS VIA MAIL

ACCEPTING THE OFFER LETTER

STARTING INTERNSHIP FROM
APRIL 7th



wish you
all the best

