



Global Analytics and Reporting Intern (Human Capital)

The Human Capital Global Analytics and Reporting (GAR) team works closely with talent acquisition to analyze and provide data inputs for day-to-day business operations, along with generating analytics on data pertaining to recruitment and headcount planning for executive members. As a GAR Intern, you get an opportunity to work on HR Analytics and deliver business requirements from executive members of the company.

Your day-to-day work would involve:

- Playing a pivotal role in the development and design of data solutions by Global Reporting and Analytics function
- Gather and analyze data and prepare and disseminate reports/presentations that provide insight and identify trends in addition to daily reporting for the broader team
- Design and develop data solutions and identifying the technical tools for most optimal solutions.
- Analyze data and apply critical thinking on data mining and reporting requests. Interpret results using a variety of techniques, ranging from simple data aggregation to more complex data analytics
- Provide a suite of reports to business leaders while identifying innovative ways to improve the quality of talent insights through dashboards
- Manage and deliver regular and ad-hoc reports to business leaders

The ideal candidate should have following attributes:

- Proficiency in exploratory data analysis and extracting analytical insights from data is essential
- Familiarity with SQL, Power BI, Python, and other analytical tools
- Experience with Microsoft Excel functions and macros development to utilize the tool's full potential is essential
- A dedicated customer service mentality, excellent interpersonal communication skills, a knack for analytical problem solving, and an ability to see how small details impact the big picture
- The ability to work with a diverse work force at various organizational levels
- The ability to dive into details, collaborate effectively with teammates, drive projects to completion, and exercise the utmost discretion while handling confidential information