

New Intern Onboarding

BA / DA Internship #4402





We're so glad you're here!

WE'LL HELP YOU SETTLE DOWN AND GET STARTED.

NEW INTERN ON BOARDING

Our Vision

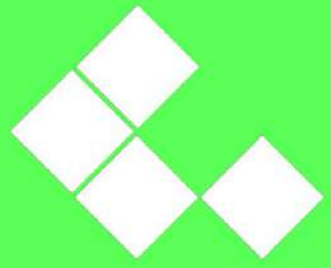
At Codivy Consulting, our vision is to revolutionize professional development by empowering individuals to surpass expectations. We aim to cultivate leaders who innovate within their industries through specialized skill enhancement programs. By bridging the gap between theory and practice, we foster a culture of continuous learning and superior proficiency.



Our Mission

Our mission at Codivy Consulting is to transform career trajectories through personalized skill improvement initiatives. We provide comprehensive training and hands-on experiences to elevate participants' capabilities for real-world challenges. Through dedication to continuous improvement, we aim to unlock each individual's full potential, propelling them toward unparalleled success in their chosen fields.



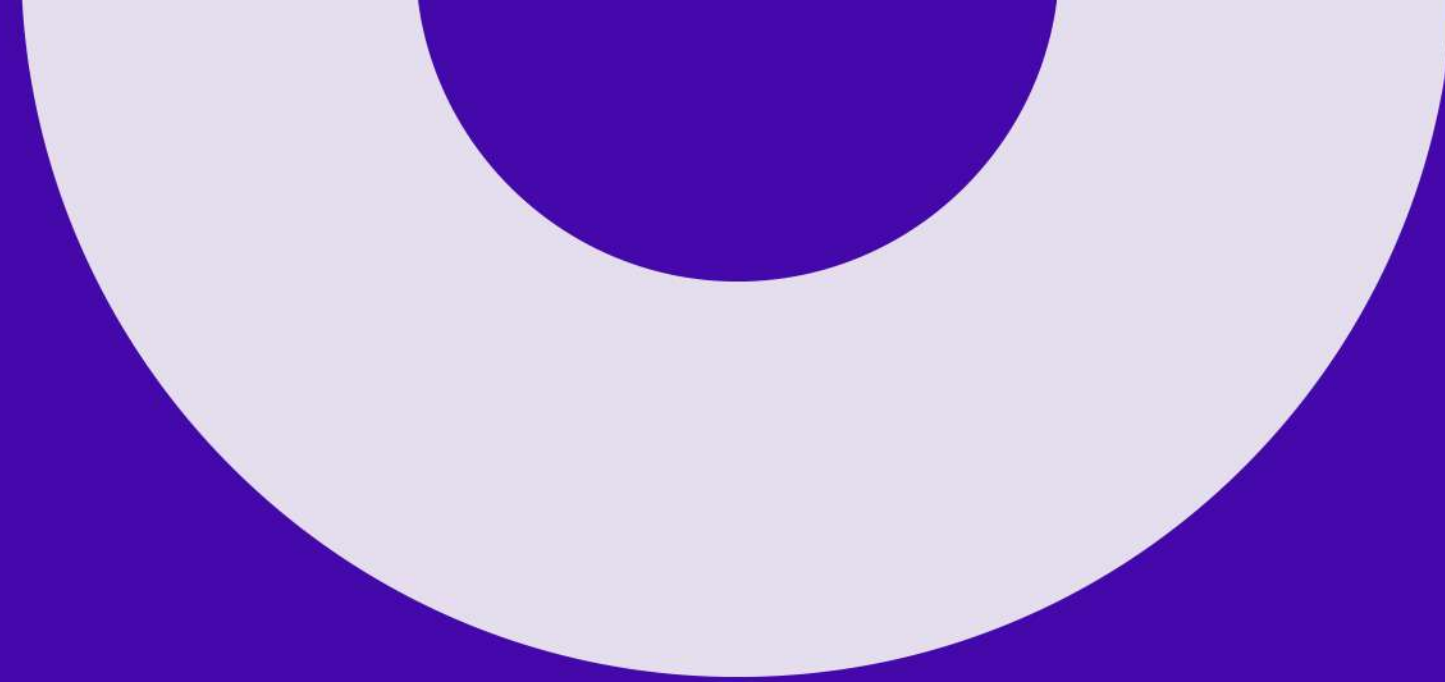
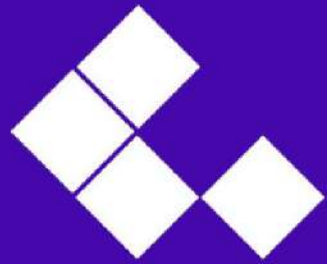


Our Team



This is the group we belong to

At Codivy Consulting, our team comprises dynamic professionals driven by innovation and excellence. Established in 2021 as a branch of a renowned multinational corporation, we bring a wealth of experience and expertise to the table. Our diverse team members hail from various backgrounds, each contributing unique perspectives and skills to our collaborative environment. With a shared commitment to exceeding client expectations, we embody the values of integrity, creativity, and continuous improvement. Together, we strive to revolutionize the landscape of professional development, empowering individuals to thrive in their careers and make a lasting impact on their industries.



Let's embark together on an enriching internship journey with Codivy Consulting, where innovation and professional growth intertwine. Experience our dynamic environment, fostering creativity and guiding you towards surpassing expectations.



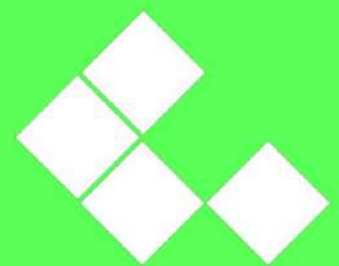
Your role: Intern at Codivy Consulting

Transformative journey in a dynamic environment



What we expect from you

We expect interns at Codivy Consulting to demonstrate strong work ethic, reliability in meeting deadlines, and effective communication skills. They should actively seek learning opportunities, contribute innovative ideas, and collaborate effectively with team members. Successful completion of assigned tasks, attention to detail, and the ability to adapt to new challenges are key metrics we look for. Demonstrating initiative, problem-solving abilities, and a commitment to excellence will pave the way for potential full-time employment opportunities.



Interns' goals



CLIENT EXCELLENCE

Interns align with Codivy Consulting's vision and mission by prioritizing client satisfaction through the timely and high-quality delivery of tasks, ensuring they exceed expectations at every opportunity.

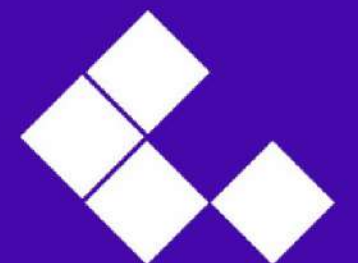
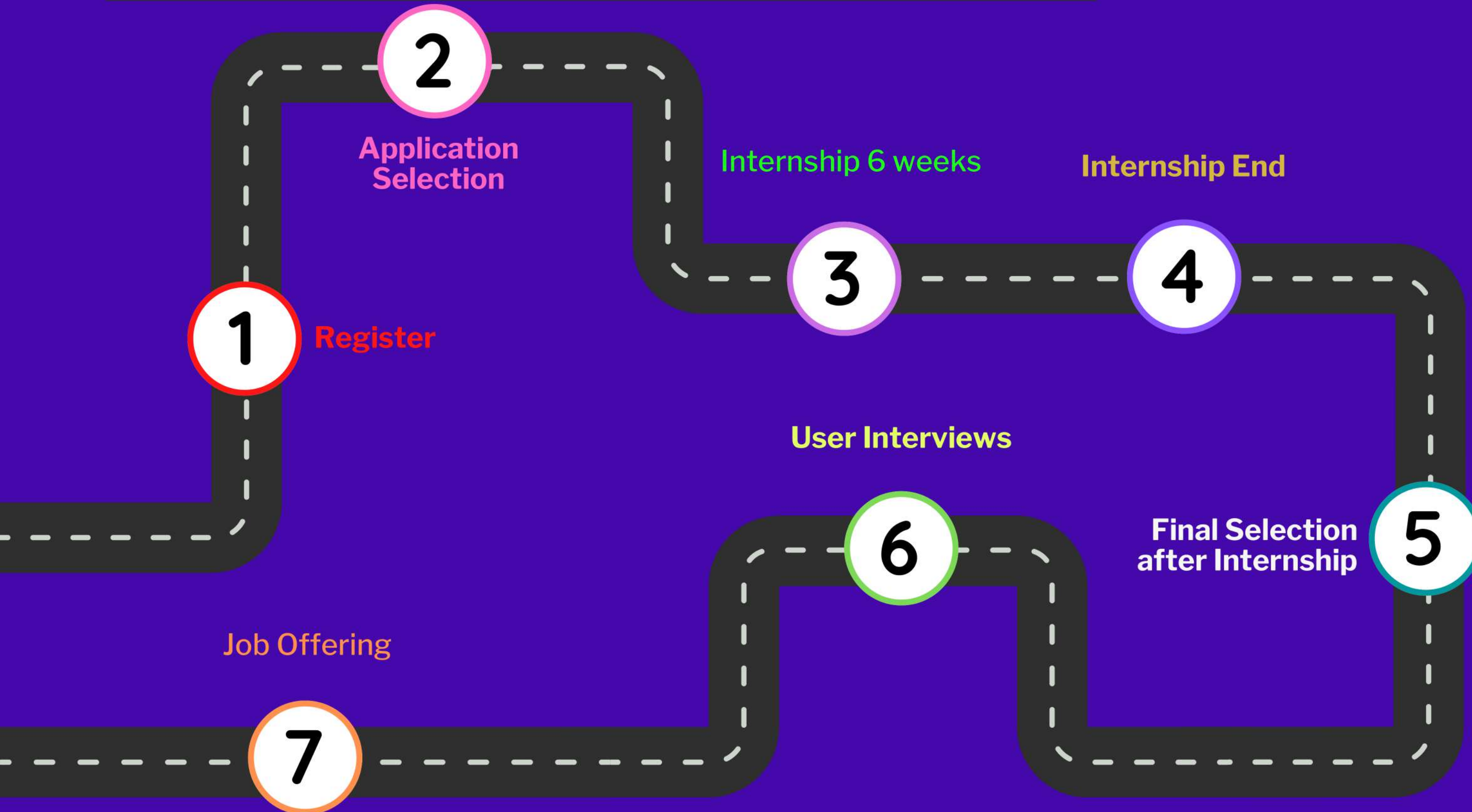
SKILL APPLICATION

Interns aim to bridge the gap between theoretical knowledge and practical application by applying learned skills effectively to real-world projects, contributing to the success of client initiatives.

CONTINUOUS IMPROVEMENT

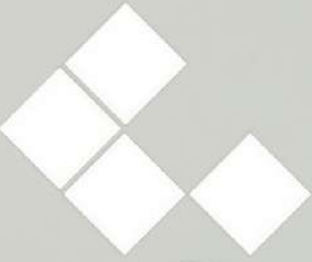
Interns commit to continuous learning and improvement, seeking feedback to refine their work and deliverables, ultimately enhancing Codivy Consulting's reputation for excellence in professional development.

RECRUITMENT PROCESS



Communication

Guidelines

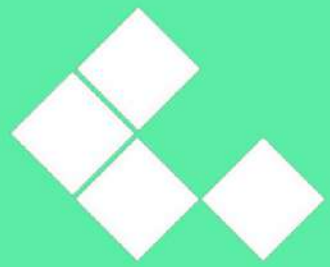


EMAIL COMMUNICATION:

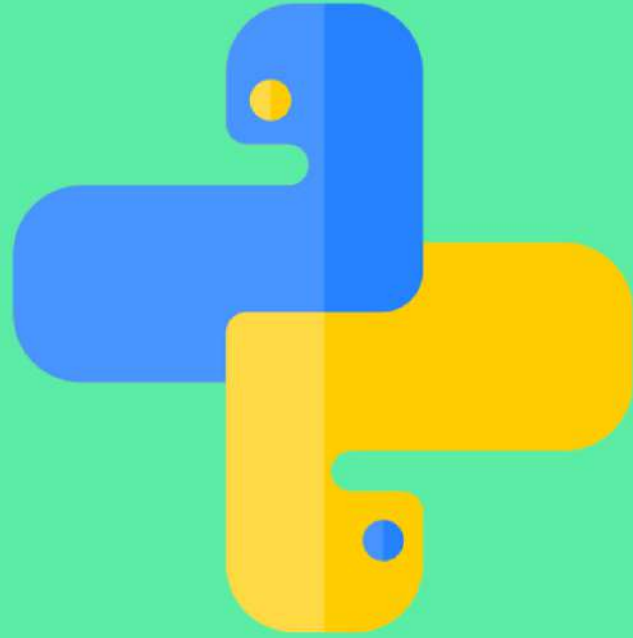
- ALL OFFICIAL COMMUNICATION WILL PRIMARILY BE CONDUCTED VIA EMAIL.
- ENSURE TIMELY RESPONSE TO EMAILS FROM OUR TEAM.
- USE PROFESSIONAL LANGUAGE AND FORMAT IN ALL EMAIL CORRESPONDENCES.

CHAT COMMUNICATION:

- INSTANT COMMUNICATION CAN BE FACILITATED THROUGH OUR WEBSITE CHAT OR WHATSAPP CHAT
- USE CHAT PLATFORMS FOR QUICK QUERIES OR URGENT MATTERS REQUIRING IMMEDIATE ATTENTION.
- MAINTAIN PROFESSIONALISM AND CLARITY IN ALL CHAT COMMUNICATIONS.



Python



Data Visualization Tool



Power Point

Tools/Requirements for Business Analyst/Data Analyst



SQL



Google
Sheets

Google
Docs



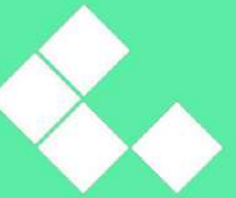
Tasks Schedules

Please remember to check your email promptly every Monday at 7:00 PM GMT+7 (Jakarta Time) for the latest task assignment. Each week, you will receive one carefully curated task, ensuring you have ample time to deliver your best work. These tasks will be delivered at the start of the week, with deadlines communicated alongside them. Submission requirements may vary, so please follow the instructions provided. Continuous communication via email and chat platforms will be essential for any queries or updates. This streamlined approach aims to maximize your productivity and ensure the highest quality of work. Your commitment to staying informed will contribute to the smooth progress of our project.

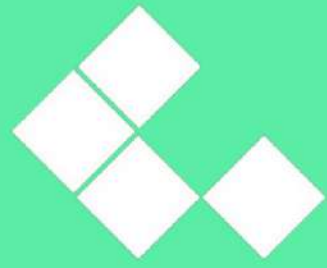




We're excited to work with you!



Welcome aboard! Your arrival brings us immense joy as we eagerly anticipate the opportunity to collaborate with someone as talented and dedicated as you. Your unique skills and perspective will undoubtedly enrich our team and contribute to our collective success. We're thrilled to have you join us on this journey of growth and achievement.



Let's Embark on This Internship

WWW.CODIVY.NET

