

Subject: Request for Financial Report Preparation and Dashboard Development

Hi Daniel Abante,

I hope this email finds you well.

As part of our ongoing efforts to streamline decision-making and provide comprehensive insights to our executive team, I am assigning you a task to develop a **Financial Report and Dashboard**. Please find the attached Excel file(s) containing the relevant raw data for this task.

Task Details

1. Data Cleaning:

- Ensure that all data is accurate, consistent, and free of errors or duplicates.
- Address any missing or incomplete values appropriately.

2. Data Modeling:

- Create a structured data model that establishes clear relationships between key fields (e.g., Segment, Product, Country, Discount Band, etc.).
- Ensure the data model supports the KPIs and insights required.

3. Data Analysis:

- Derive meaningful insights, including trends, patterns, and performance metrics.
- Key areas of focus: Revenue, Units Sold, Profit, Profit Margins, Discounts, etc.

4. Data Visualization:

- Develop an interactive dashboard or report summarizing key insights.
- Include KPIs, trends, and charts to provide a clear picture of performance for CFO review.

Final Output

The deliverable should be a **comprehensive dashboard or report** that effectively communicates the financial and sales performance to the CFO. Ensure the dashboard is intuitive and highlights actionable insights.

Deadline

We require the completed report and dashboard **before the end of the day**. Please prioritize this task and reach out if you encounter any challenges or require clarification.

Thank you for your prompt attention to this matter. We are confident in your expertise to deliver an exceptional output.

Best regards,

Salvador Dimagulangan
Sales Director