

Model Program Book



SHORT TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

TEAM DETAILS

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TEAM ID : LTVIP2024TMID24139

Acknowledgement

I would sincerely like to thank APSCHE for providing me with this Corporate - Internship project which helped me to gain practical experience and knowledge on the "Financial Analytics".

I thank our respected principal sir "D.R. G.S.K. Chakravarthy" for giving me this wonderful opportunity.

I would also like to thank our Head of the Department "Mr. N.K. Mahesh", Department of BBA and our Guide "D.R. J.L. Purnima" for being a wonderful mentor throughout my project.

I thank Almighty God, my parents and my team members. without the help of all the project would not been completed.

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CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

Description of the sector of business & Intern Organization:-
Smart Bridge operates in the different sectors like Data science, Artificial Intelligence and Financial Analysis. This sector providing innovative solutions to enhance business intelligence. In financial analysis the "Tableau" software is used to the analyst with actionable insights like taking investment decisions, data visualization.

Learning objectives and outcomes:-

1. Cash flow statements
2. Different types of ratios.
3. Tableau tools
4. Visualizing data into charts.
5. All different types of expenses.
6. Profit statements.

Summary of Internship Activities:-

1. Attending Demo and live class on project developing.
2. Selection of topic "Estimation of business expenses by using "Tableau". and gathering the information.
3. Team formation and division of work..
4. Creating and analysing the data into "Tableau".

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

Smart bridge is a platform that offers virtual Internship to the student. The platform's goal is to prepare students for the job market by establishing a cooperative relationships between Industry and academics.

Smart bridge platform will have a combination of some companies such as google to offer virtual Internships. The Internship provide student with hands on experience with the latest technology and enable project based learning. smart bridge's flagship event is "the summer Internship program".

- The programme develop the student skills like,
- 1. Artificial Intelligence , 2. Machine learning.
 - 3 Data Analyzing , 4. Business tools .

Mission, Vision and Values of the organisation:-

our mission is to establish a sustainable talent pipeline for emerging industry by fostering strong industry academia connections. our core values are to student centric Approach, equal opportunities, outcome driven pattern, innovation. our main objective is to develop the student skills and training to the young talent before on boarding their first job

Organisational structure and Roles and Responsibilities :-

1. "Guman Akula" is the director of smart bridge and the key person in leading the entire organisation. and he was operating the company in united states of America.
2. "Nitin Jain" is the another director of the smart bridge team he has [CA, CPA] in 20 years of experience.
3. "Sridelli Sera" is the vice president partnership of smart bridge and he was demonstrated history of working in education

Future Plans in Organisation

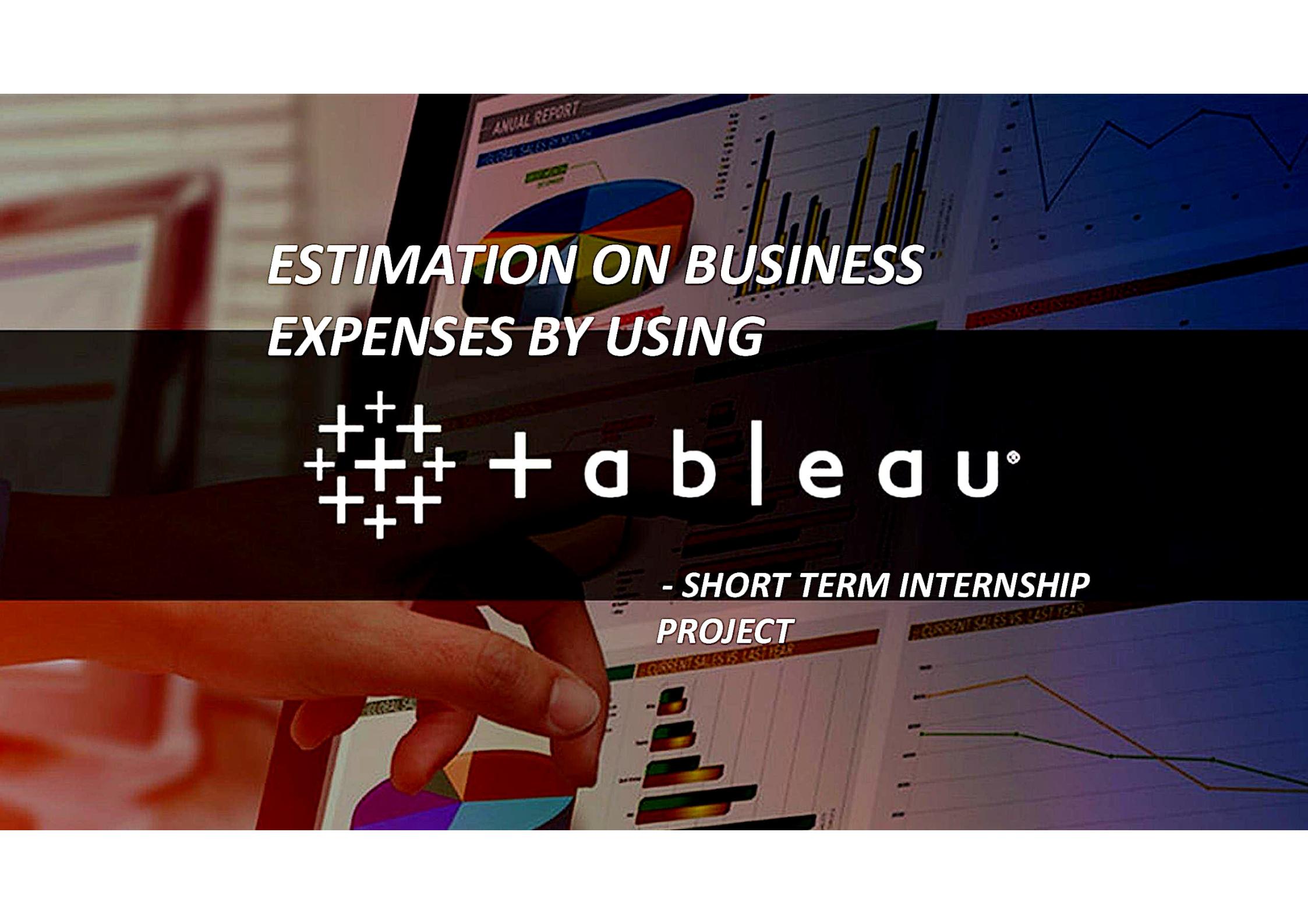
The entire smart bridge platform has strongly motivated on "empowering the workforce of tomorrow".

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

Description of the activities / Responsibilities under taken:-

1. Registering with APSCHE Smart Enterz and enrolling for Smart Bridge Financial Analytics Course i.e., live training sessions as per the pre-schedule training calendar.
2. Participating weekly quiz and completing weekly assignments with respect to the financial analytics.
3. Team formation and selection of project topic based on student choice for their course. "Estimation of business expenses by using Tableau."
4. Gathering, Analysing and collecting the exact data sets for a business expenses estimation.
5. Project mentoring session. and designing the developing interactive Dashboards, Data visualizations, report on the project topic by using the Tableau. to estimate the all business expenses.
6. Review the all functions in the project and that project is uploading the files into the "Git hub" account with all the team members.

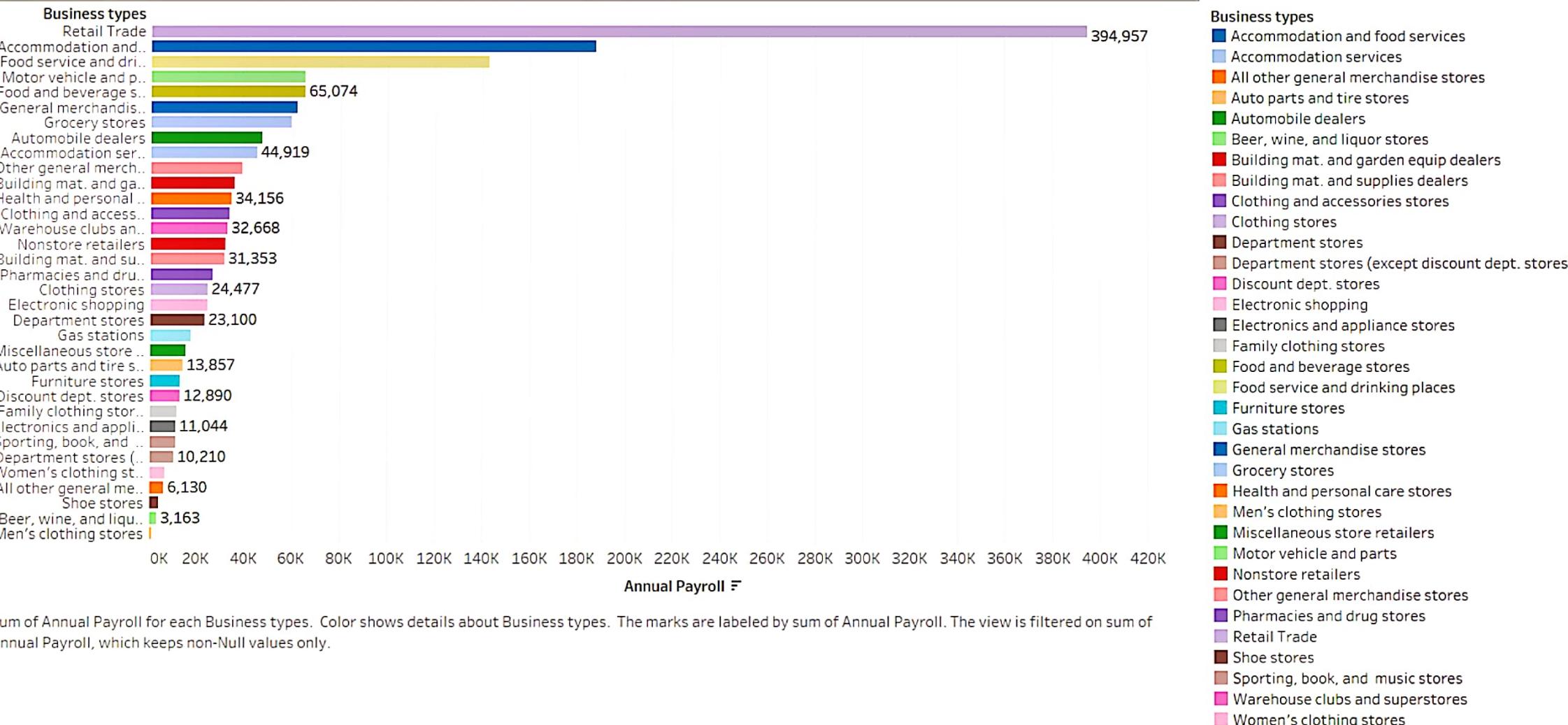


ESTIMATION ON BUSINESS EXPENSES BY USING

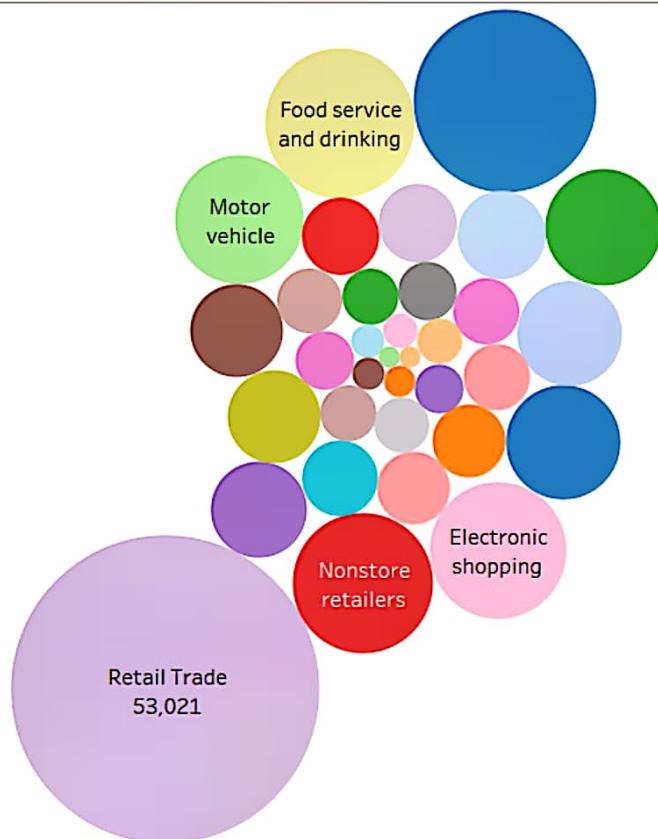
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- SHORT TERM INTERNSHIP
PROJECT

ANNUAL PAYROLL



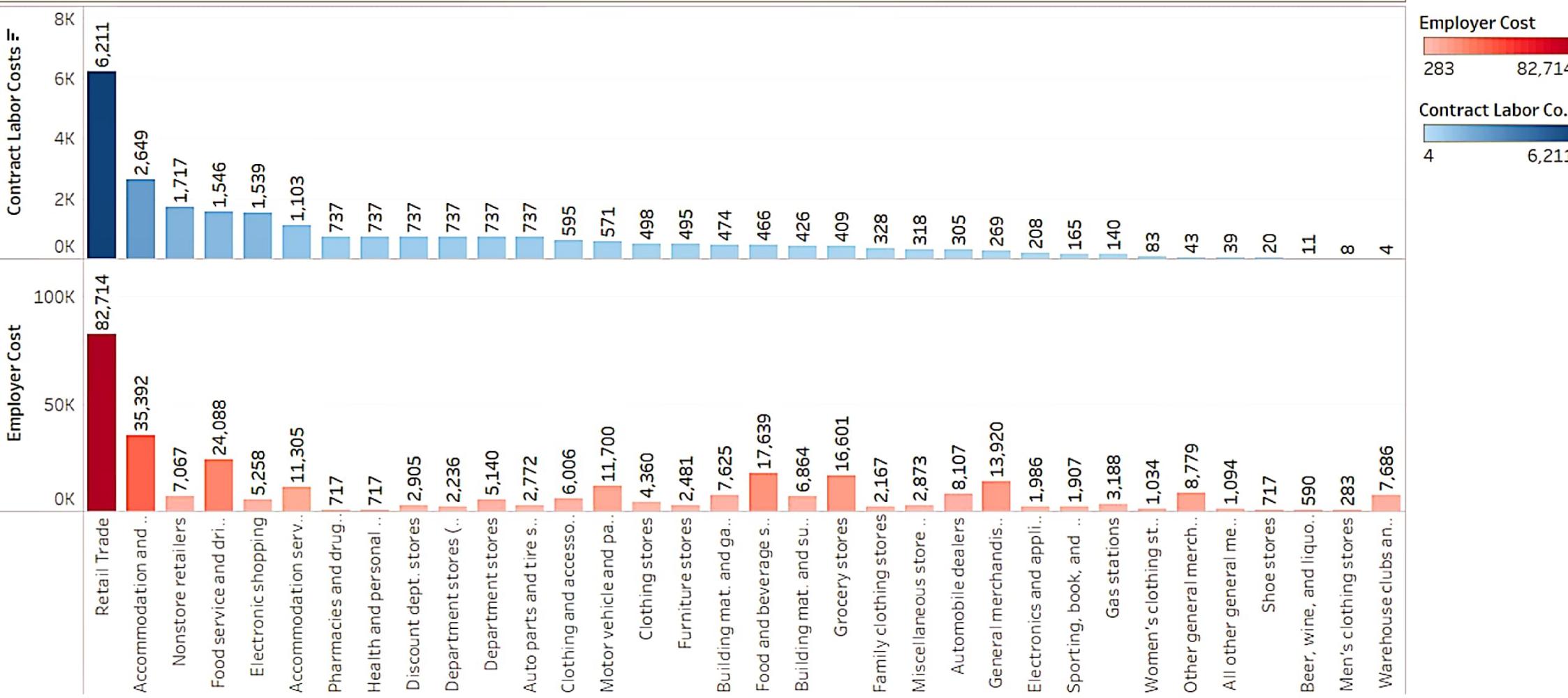
ADVERTISEMENT COST



- Business types**
- Beer, wine, and liquor stores
 - Men's clothing stores
 - All other general merchandise stores
 - Shoe stores
 - Gas stations
 - Women's clothing stores
 - Auto parts and tire stores
 - Pharmacies and drug stores
 - Family clothing stores
 - Sporting, book, and music stores
 - Miscellaneous store retailers
 - Electronics and appliance stores
 - Warehouse clubs and superstores
 - Department stores (except discount dept. stores)
 - Discount dept. stores
 - Other general merchandise stores
 - Health and personal care stores
 - Building mat. and supplies dealers
 - Furniture stores
 - Building mat. and garden equip dealers
 - Clothing stores
 - Grocery stores
 - Food and beverage stores
 - Department stores
 - Clothing and accessories stores
 - Accommodation services
 - General merchandise stores
 - Automobile dealers
 - Motor vehicle and parts
 - Electronic shopping
 - Nonstore retailers
 - Food service and drinking places
 - Accommodation and food services
 - Retail Trade

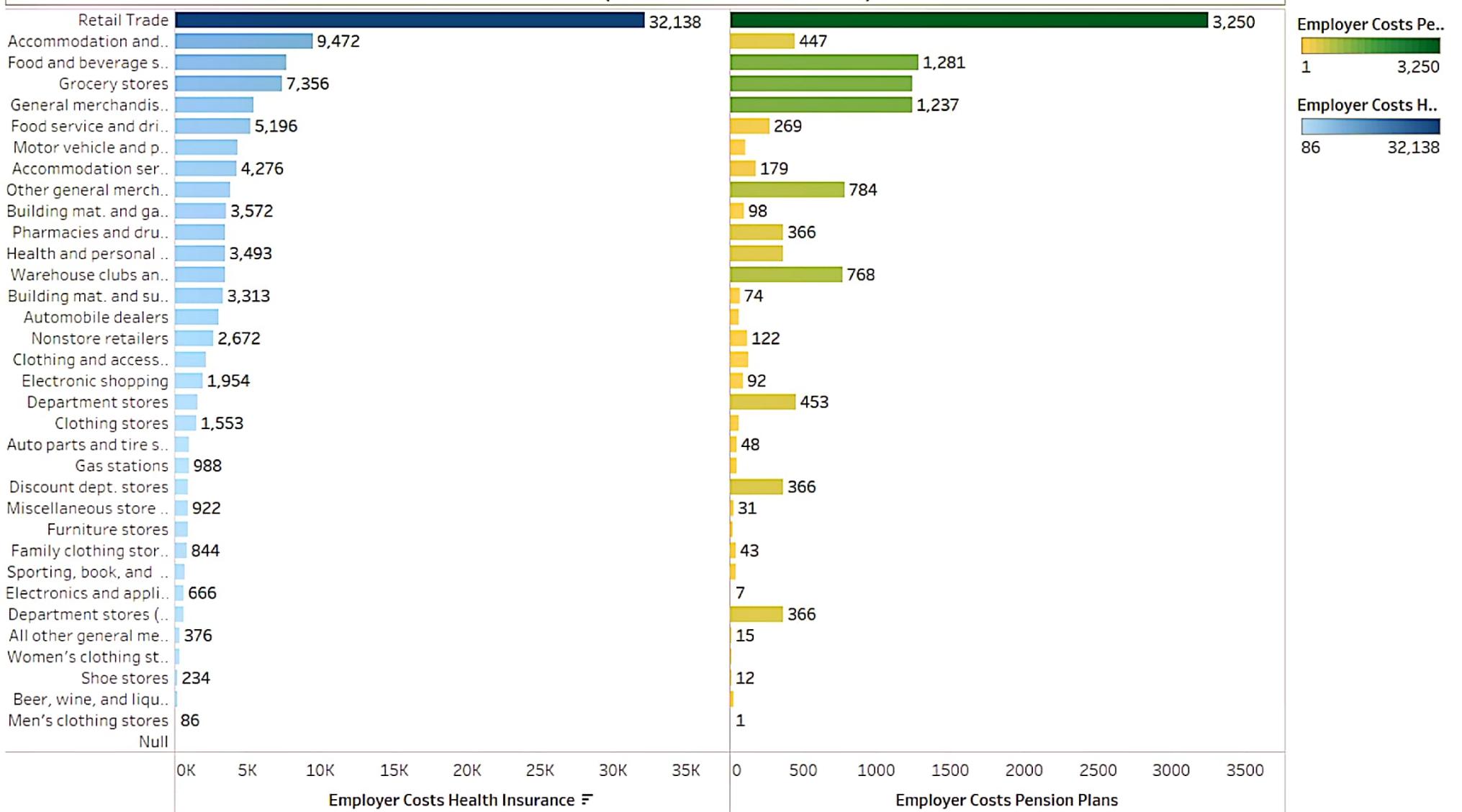
Business types and sum of Advertising And Promotional Services. Color shows details about Business types. Size shows sum of Advertising And Promotional Services. The marks are labeled by Business types and sum of Advertising And Promotional Services. The view is filtered on sum of Advertising And Promotional Services, which keeps non-Null values only.

CONTRACT LABOUR VS EMPLOYEE COST



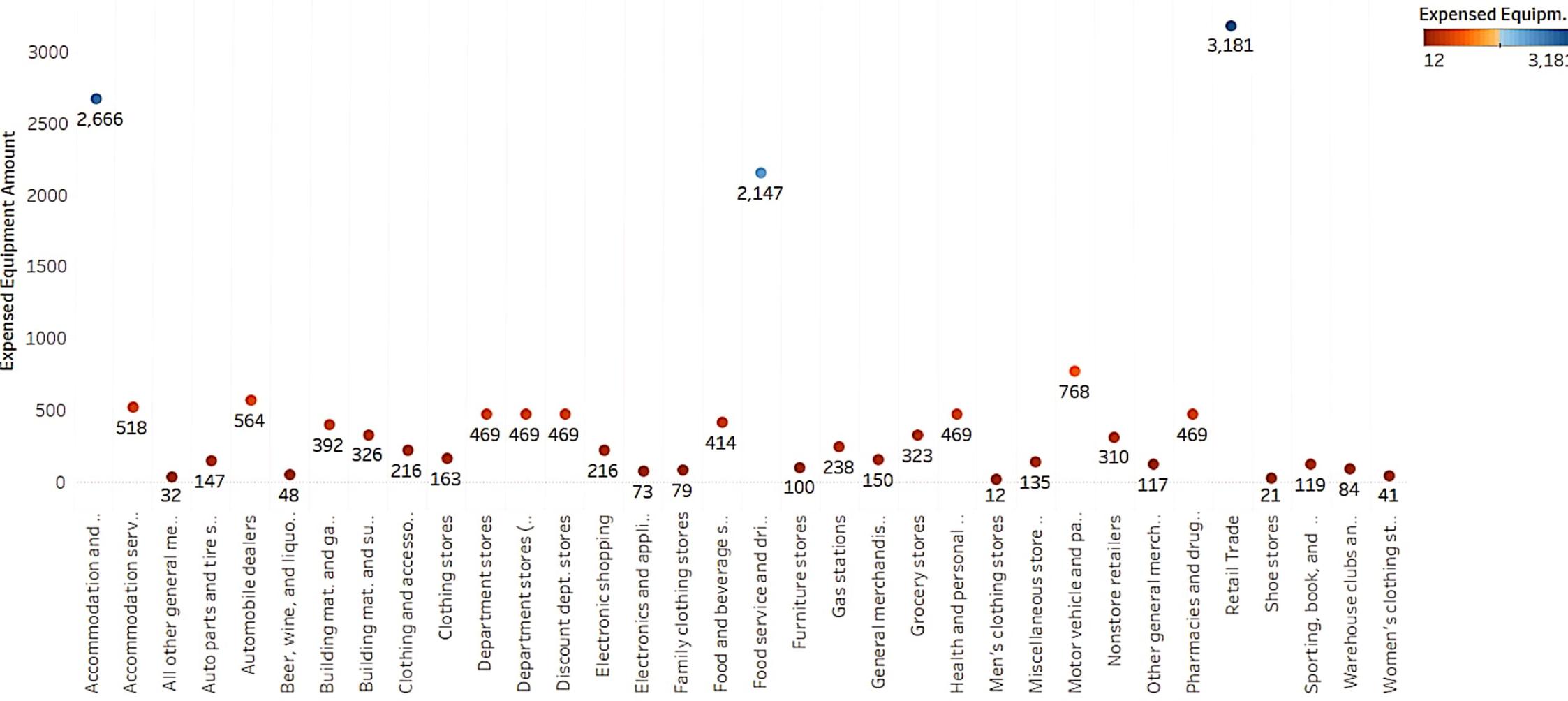
Sum of Contract Labor Costs and sum of Employer Cost for each Business types. For pane Sum of Contract Labor Costs: Color shows sum of Contract Labor Costs. The marks are labeled by sum of Contract Labor Costs. For pane Sum of Employer Cost: Color shows sum of Employer Cost. The marks are labeled by sum of Employer Cost. The view is filtered on sum of Employer Cost, which keeps non-Null values only.

EMPLOYER COSTS (INSURANCE VS PENSION)



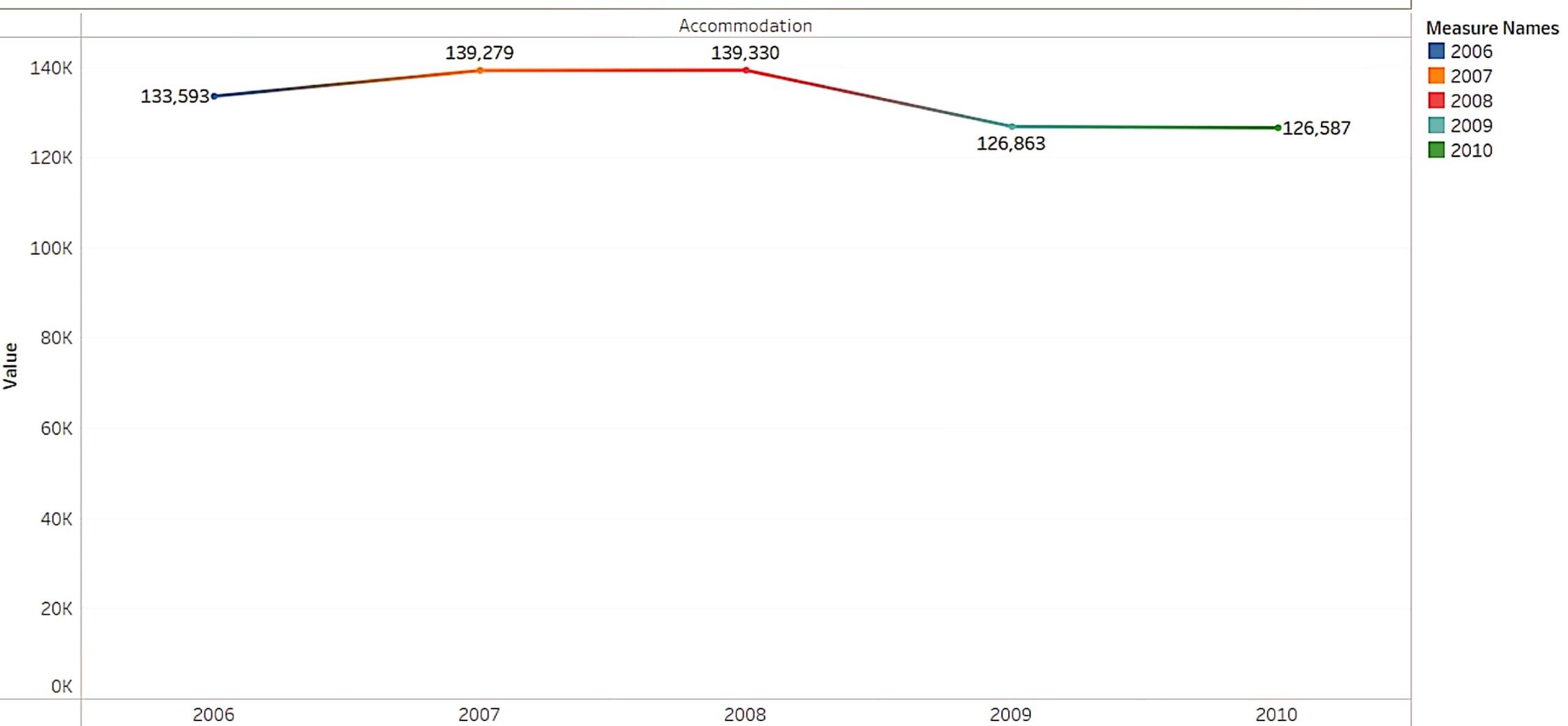
Sum of Employer Costs Health Insurance and sum of Employer Costs Pension Plans for each Business types. For pane Sum of Employer Costs Health Insurance: Color shows sum of Employer Costs Health Insurance. The marks are labeled by sum of Employer Costs Health Insurance. For pane Sum of Employer Costs Pension Plans: Color shows sum of Employer Costs Pension Plans. The marks are labeled by sum of Employer Costs Pension Plans.

EQUIPMENT COSTS



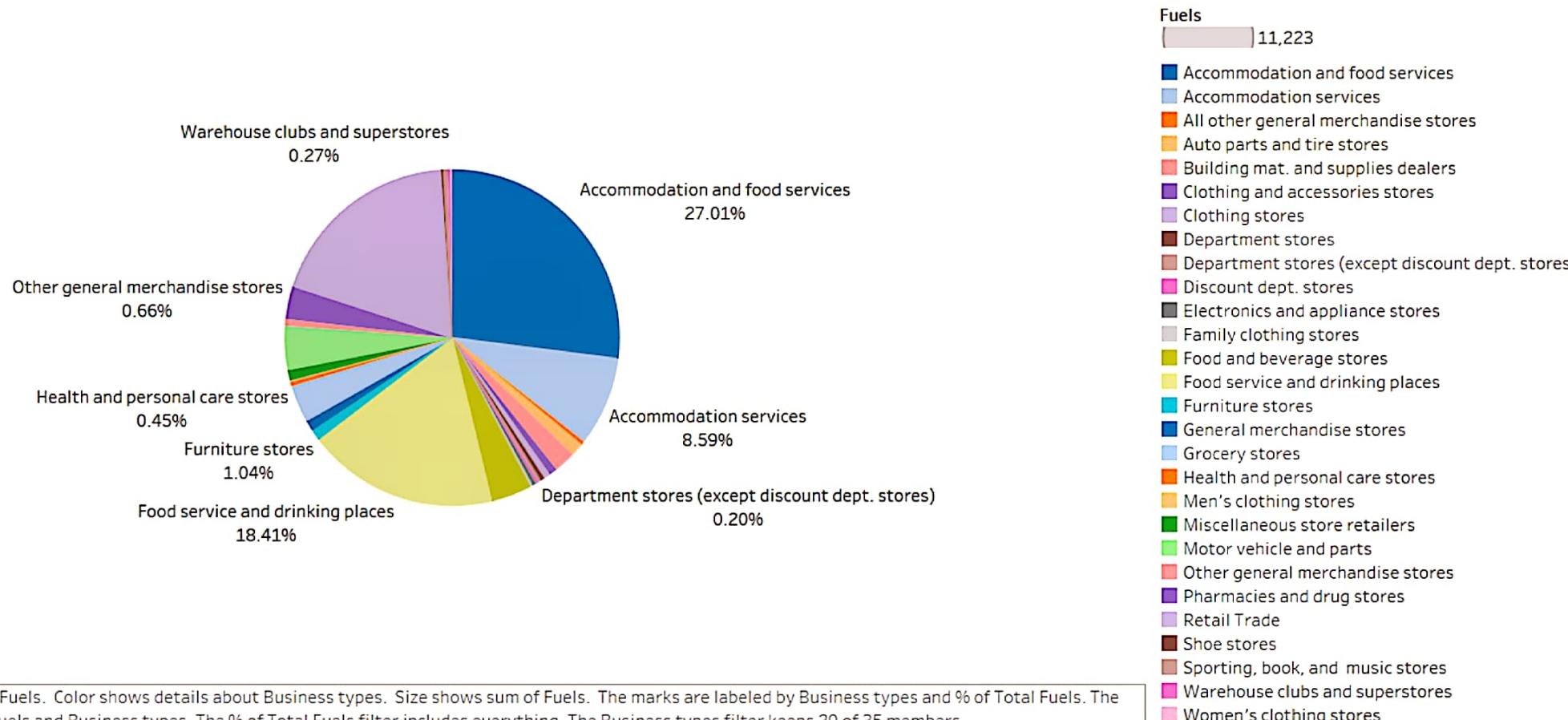
Sum of Expensed Equipment Amount for each Business types. Color shows sum of Expensed Equipment Amount. The marks are labeled by sum of Expensed Equipment amount. The view is filtered on sum of Expensed Equipment Amount, which keeps non-Null values only.

EXPENSES YOY

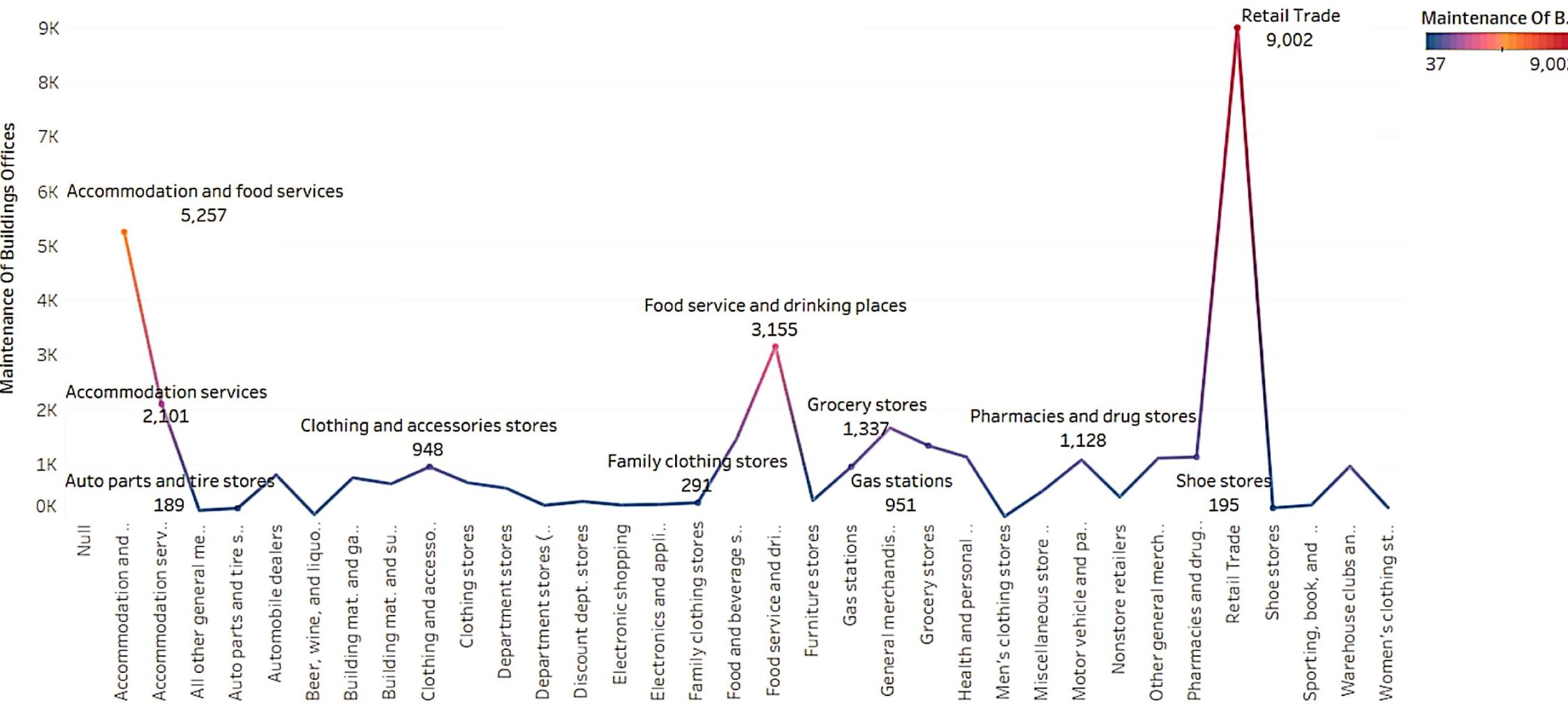


The trends of 2006, 2007, 2008, 2009 and 2010 for kind_of_business. Color shows details about 2006, 2007, 2008, 2009 and 2010. The marks are labeled by 2006, 2007, 2008, 2009 and 2010. The view is filtered on kind_of_business, which keeps Accommodation.

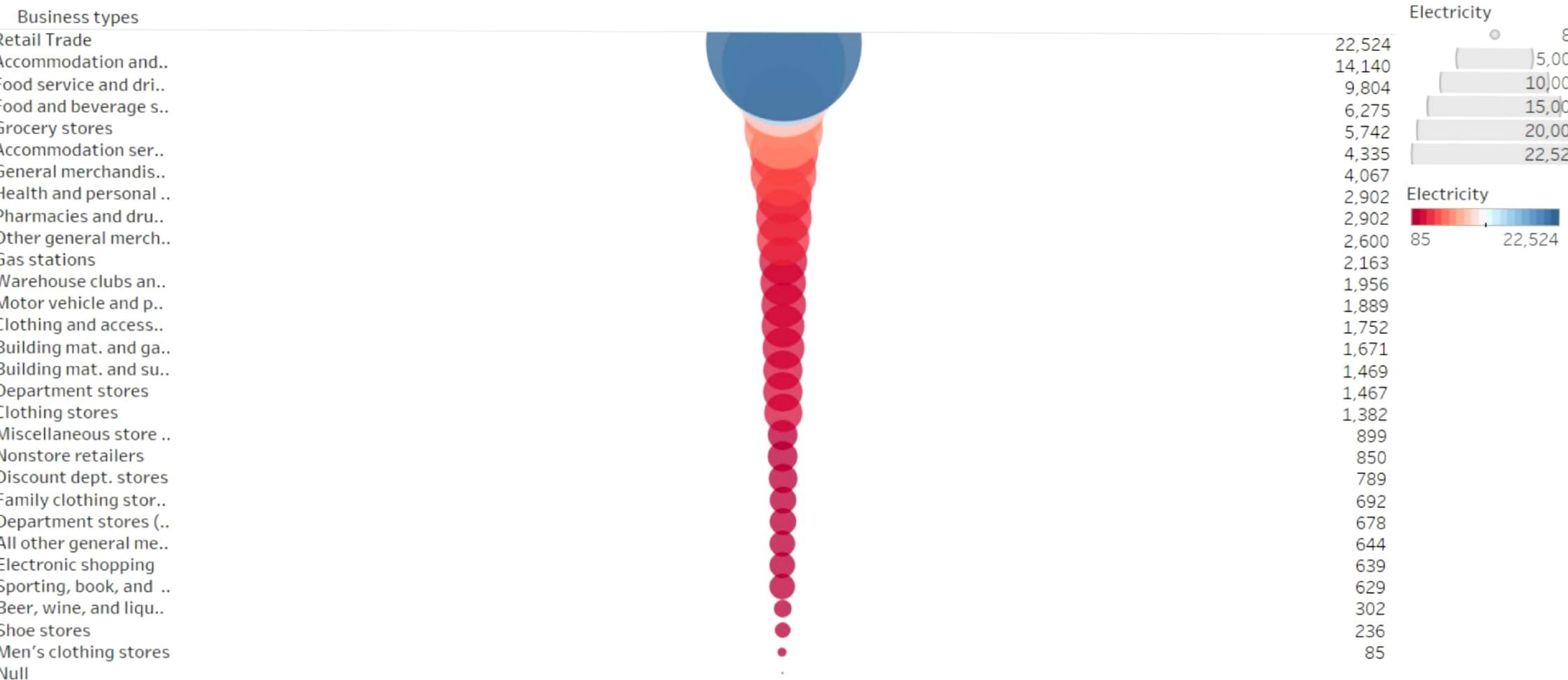
FUEL



MAINTAINING OF BUILDINGS



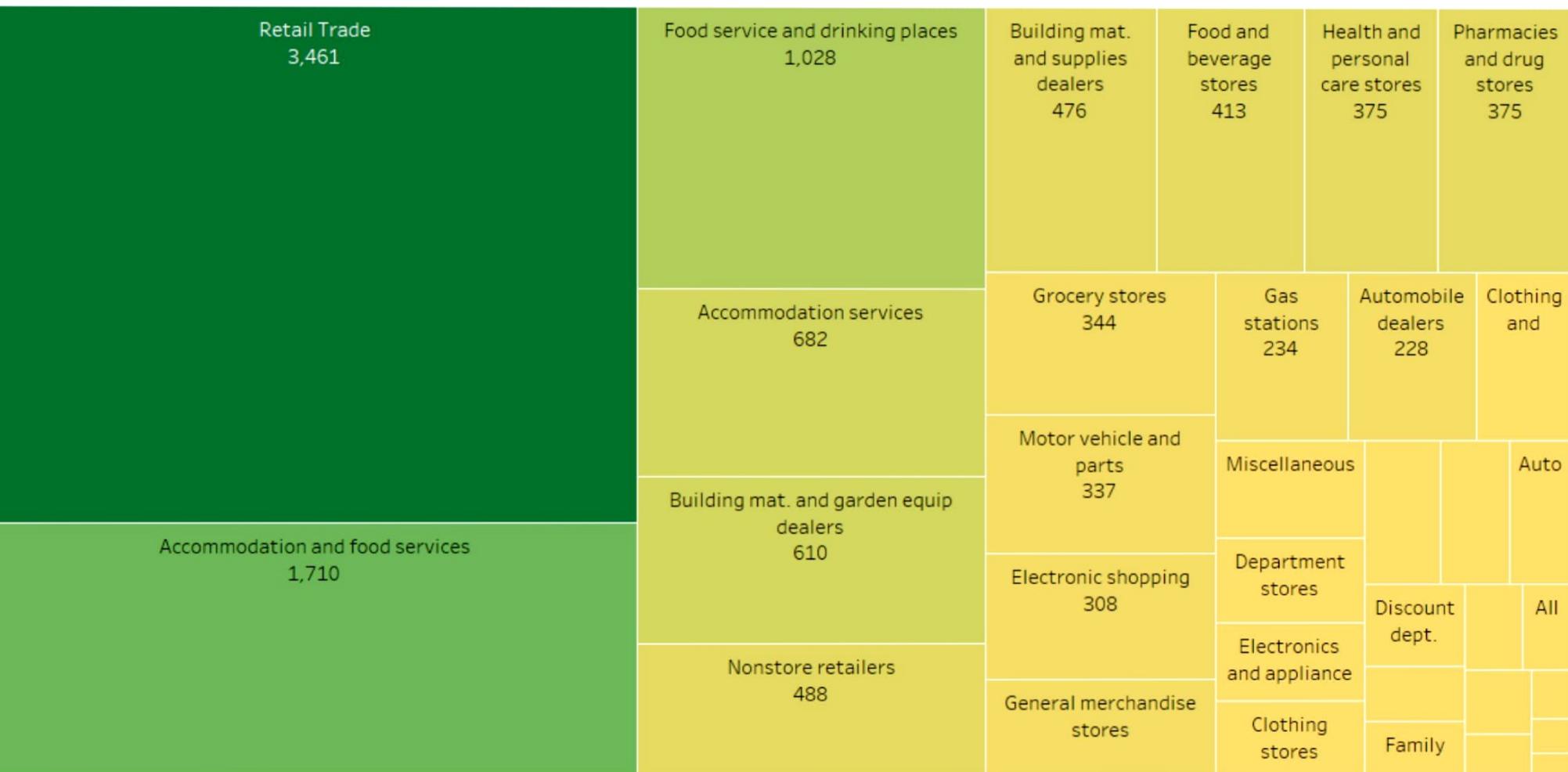
The trend of sum of Maintenance Of Buildings Offices for Business types. Color shows sum of Maintenance Of Buildings Offices. The marks are labeled by Business types and sum of Maintenance Of Buildings Offices.



Sum of Electricity broken down by Business types. Color shows sum of Electricity. Size shows sum of Electricity. The marks are labeled by sum of Electricity. The view is filtered on Business types, which excludes Auto parts and tire stores, Automobile dealers, Electronics and appliance stores, Furniture stores and Women's clothing stores.

RENTAL PAYMENT FOR MACHINERY

Rental Payment F.
10 3,461



Business types and sum of Rental Payment For Machinery. Color shows sum of Rental Payment For Machinery. Size shows sum of Rental Payment For Machinery. The marks are labeled by Business types and sum of Rental Payment For Machinery.

TAXES AND LICENSE

Taxes And License
61,696

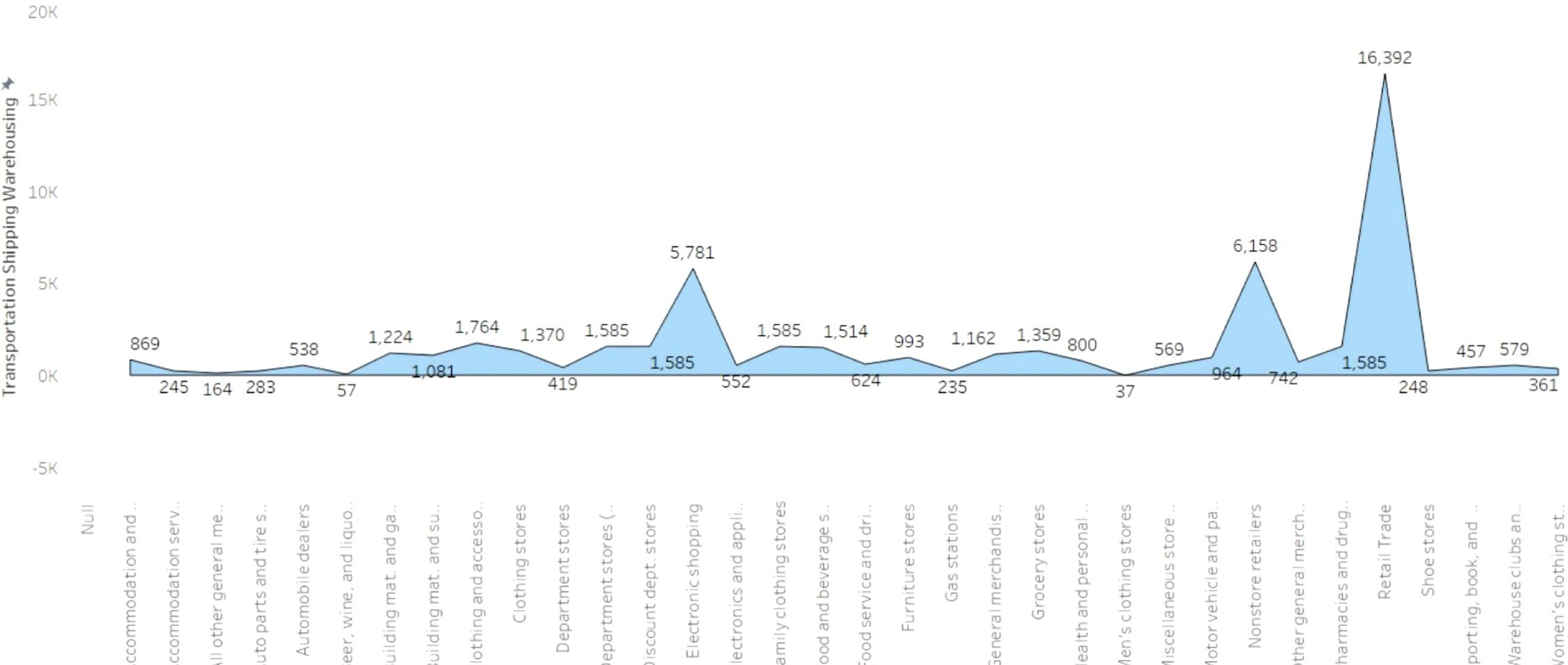
Business types

- Accommodation and food service
- Accommodation services
- Family clothing stores
- Food and beverage stores
- Food service and drinking places
- General merchandise stores
- Health and personal care stores
- Motor vehicle and parts
- Pharmacies and drug stores
- Retail Trade



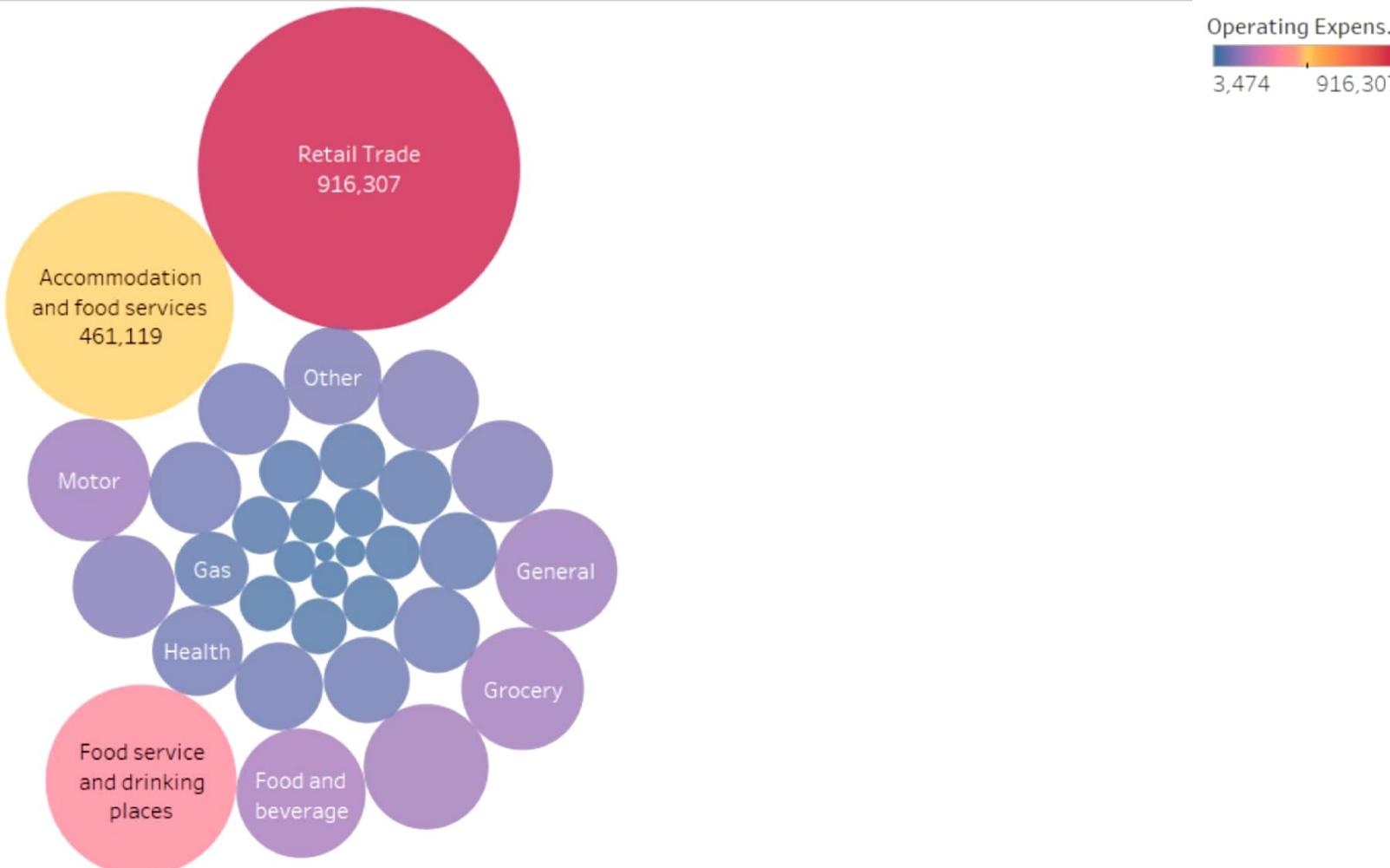
business types and sum of Taxes And License. Color shows details about Business types. Size shows sum of Taxes And License. The marks are labeled by Business types and sum of Taxes And License. The view is filtered on Business types, which keeps 10 of 35 members.

TRANSPORTATION SHIPPING & WAREHOUSE



Sum of Transportation Shipping Warehousing for each Business types. The marks are labeled by sum of Transportation Shipping Warehousing.

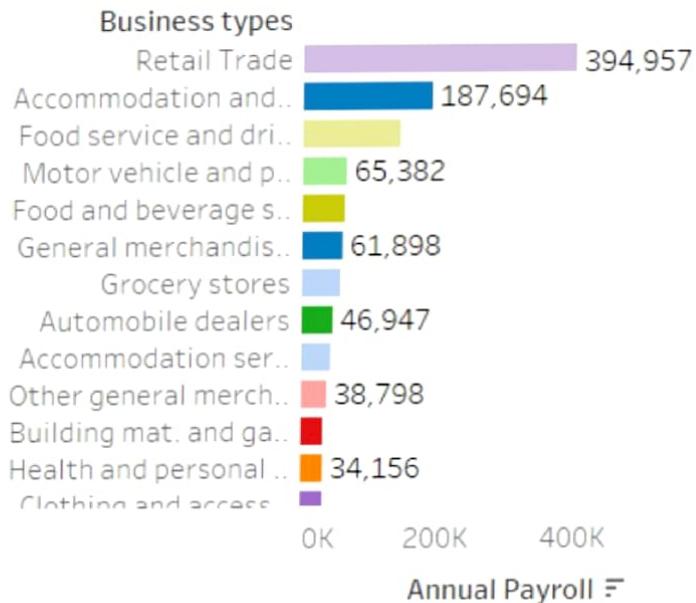
OPERATING EXPENSES



Business types and sum of Operating Expenses. Color shows sum of Operating Expenses. Size shows sum of Operating Expenses. The marks are labeled by Business types and sum of Operating Expenses. The view is filtered on sum of Operating Expenses, which keeps non-Null values only.

EXPENSE BREAKDOWN INSIGHTS

ANNUAL PAYROLL



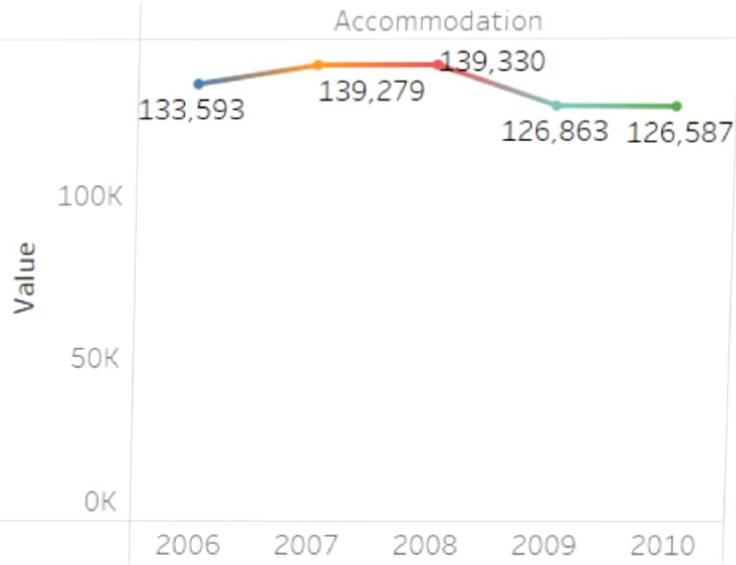
OPERATING EXPENSES



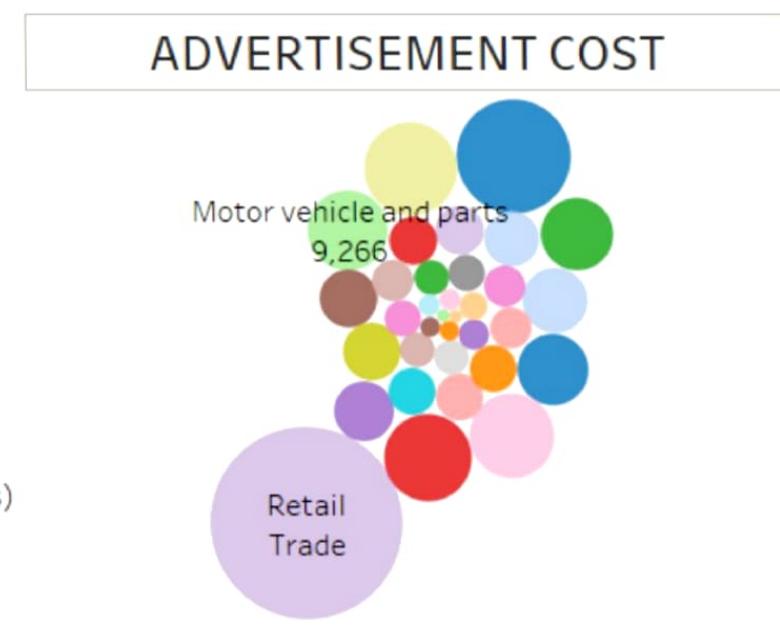
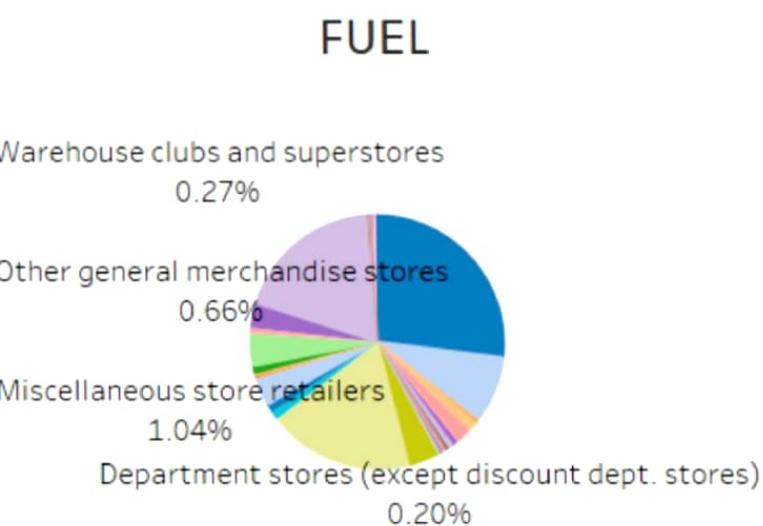
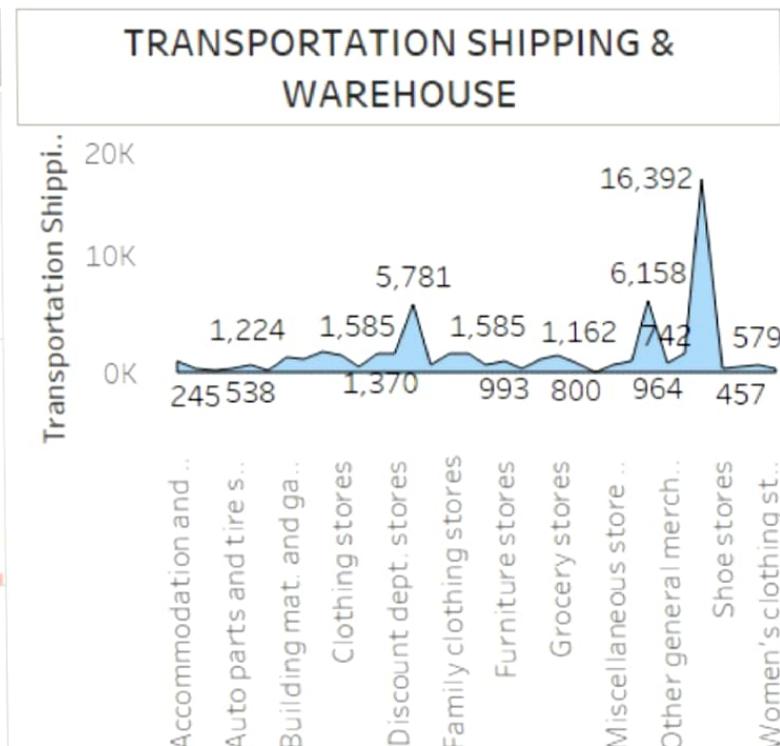
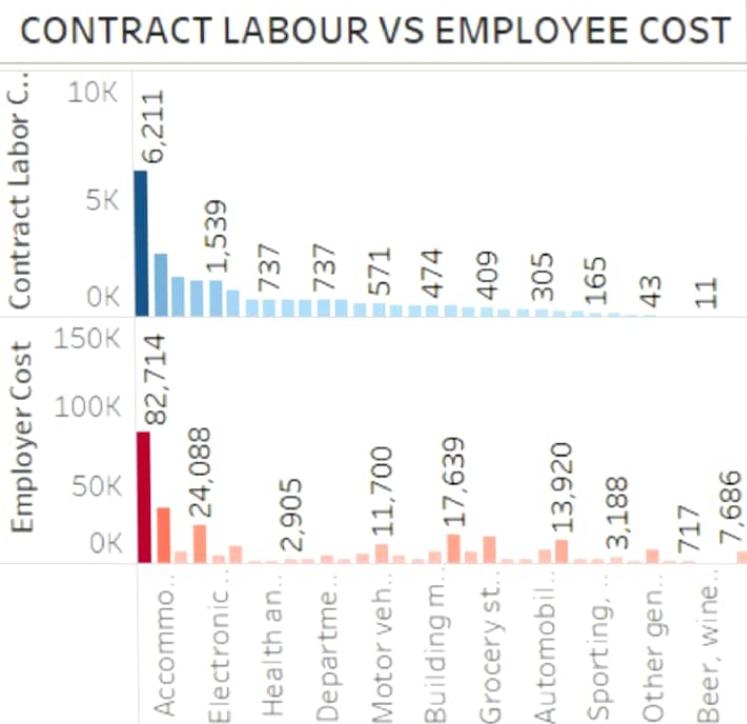
MAINTAINING OF BUILDINGS



EXPENSES YOY

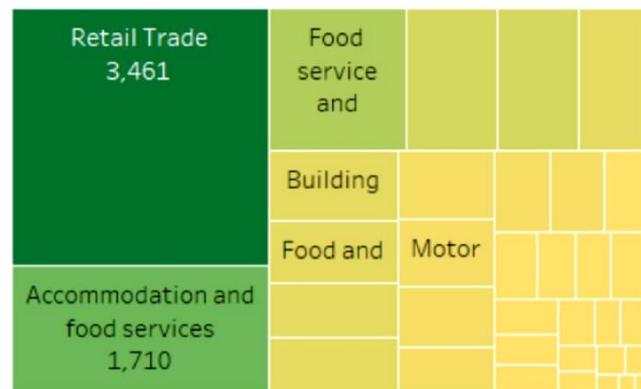


BUSINESS EXPENDITURE OVERVIEW

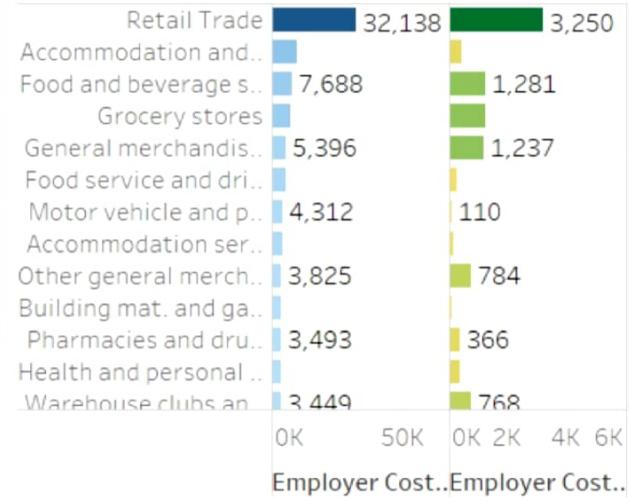


EXPENSE INSIGHTS

RENTAL PAYMENT FOR MACHINERY



EMPLOYER COSTS (INSURANCE VS PENSION)



Employer Costs He..

86 32,138

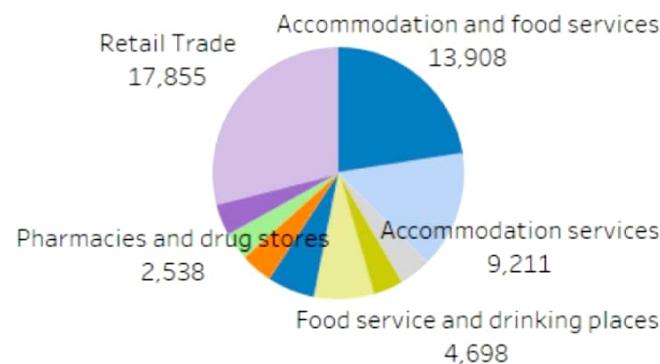
Employer Costs Pen..

1 3,250

Electricity

85 22,524

TAXES AND LICENSE



POWER EXPENDITURE

Business types



Electricity

85

5,000

10,000

15,000

20,000

22,524

EXPENSES 1

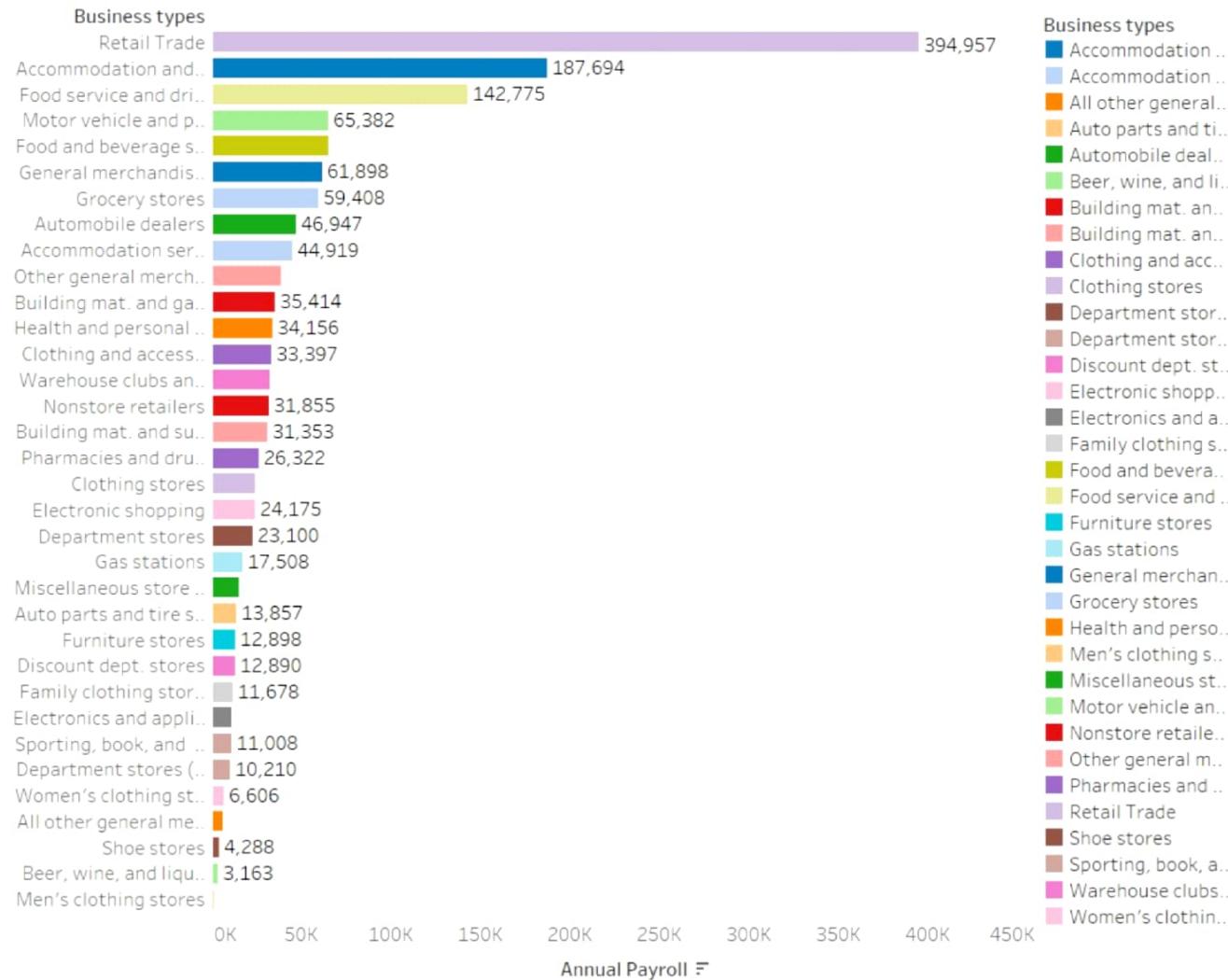
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This Bubblegraph shows that Busi..

This is the comparision sho..

This chart shows that Sum of Expe..

This tree graph shows that Busi..



EXPENSES 1

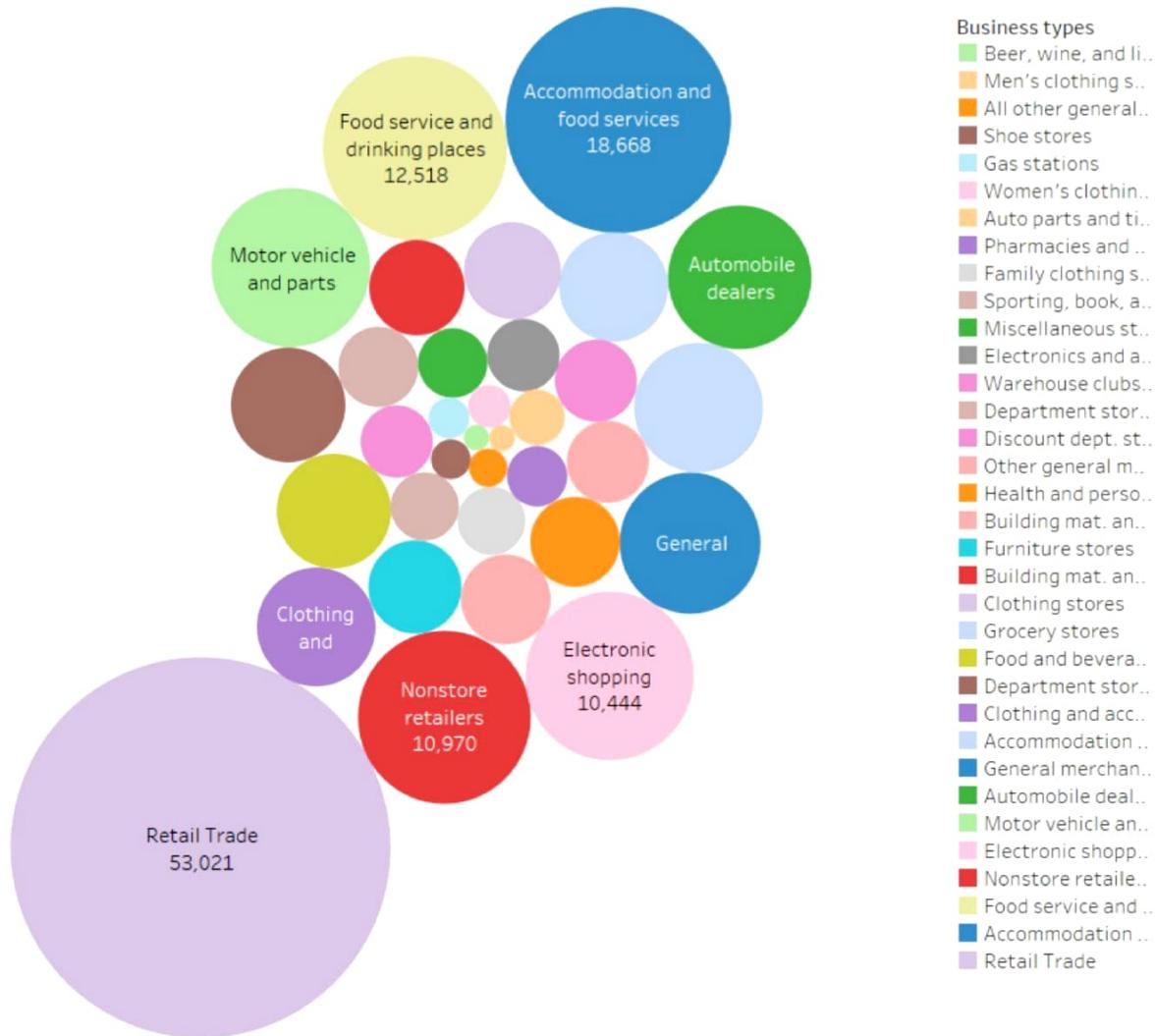
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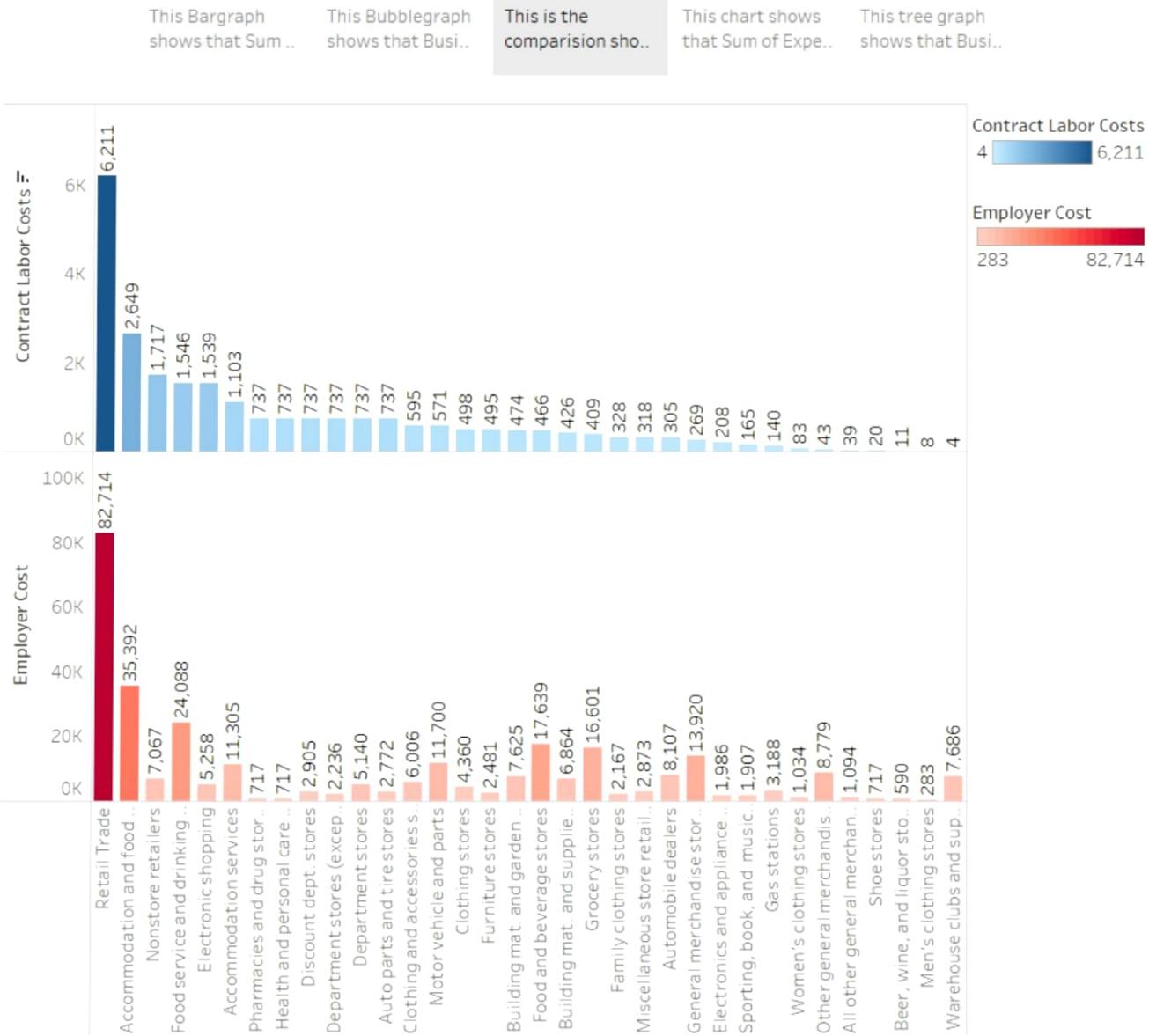
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This chart shows that Sum of Expe..

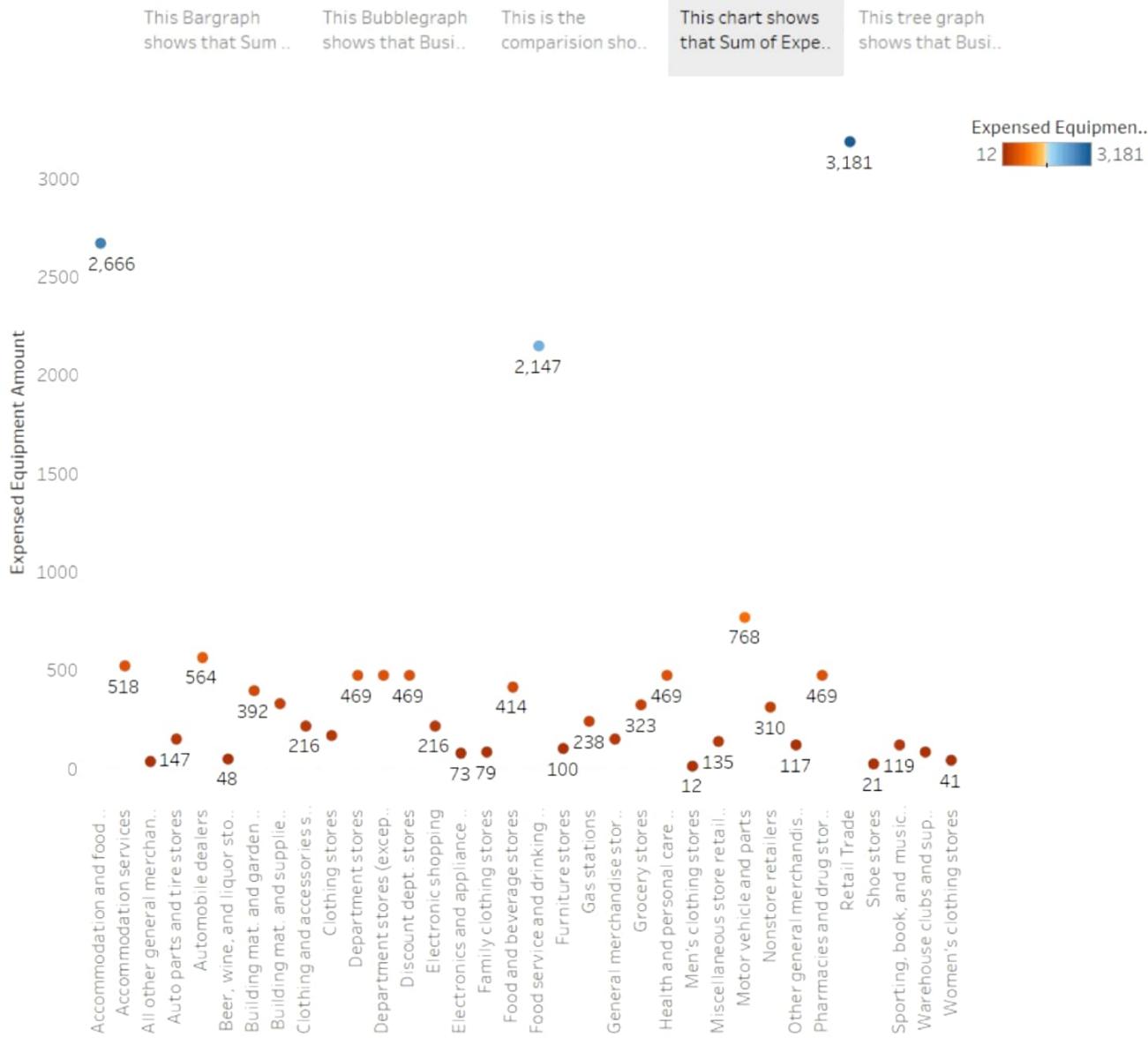
This tree graph shows that Busi..

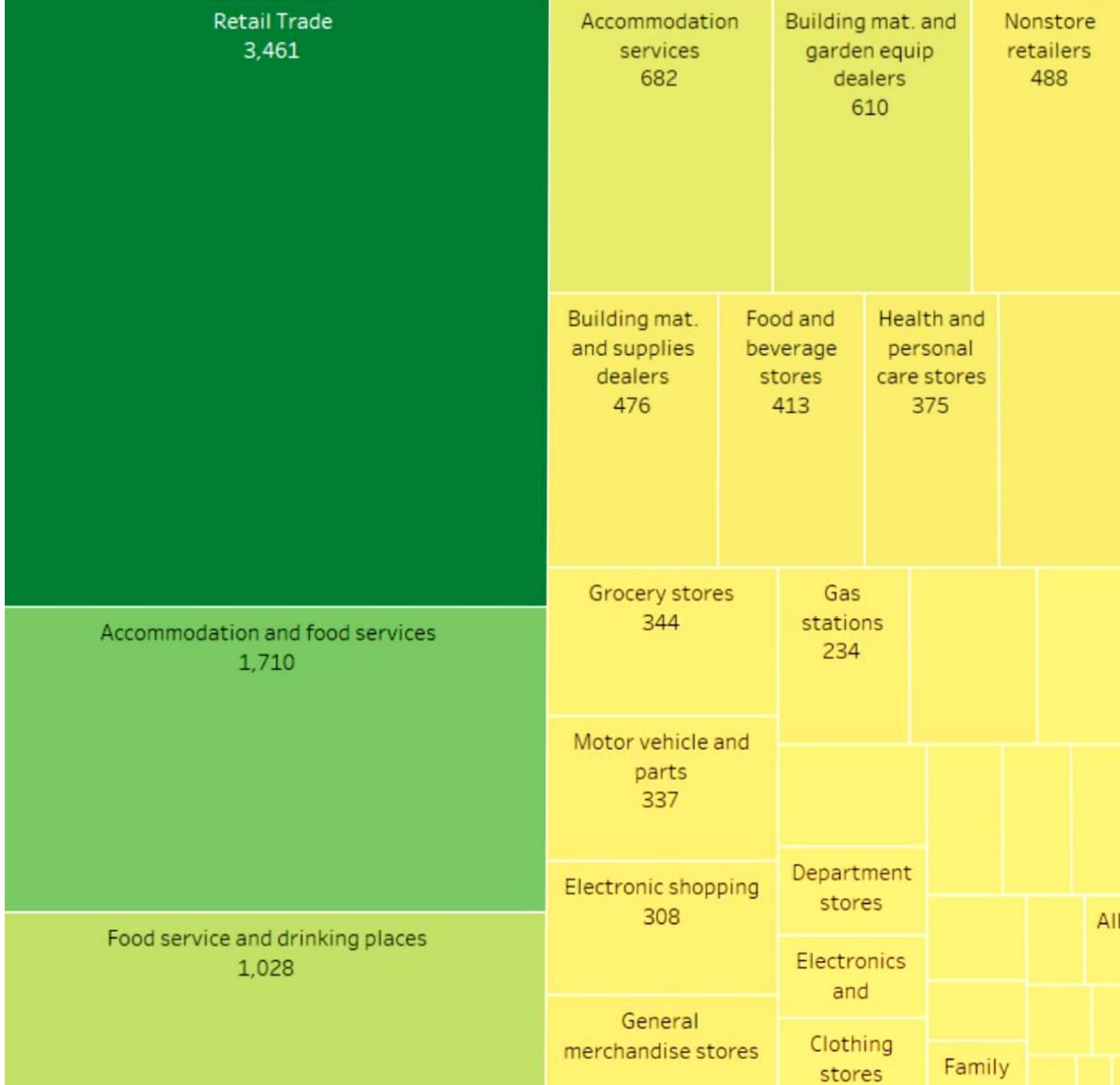


EXPENSES 1

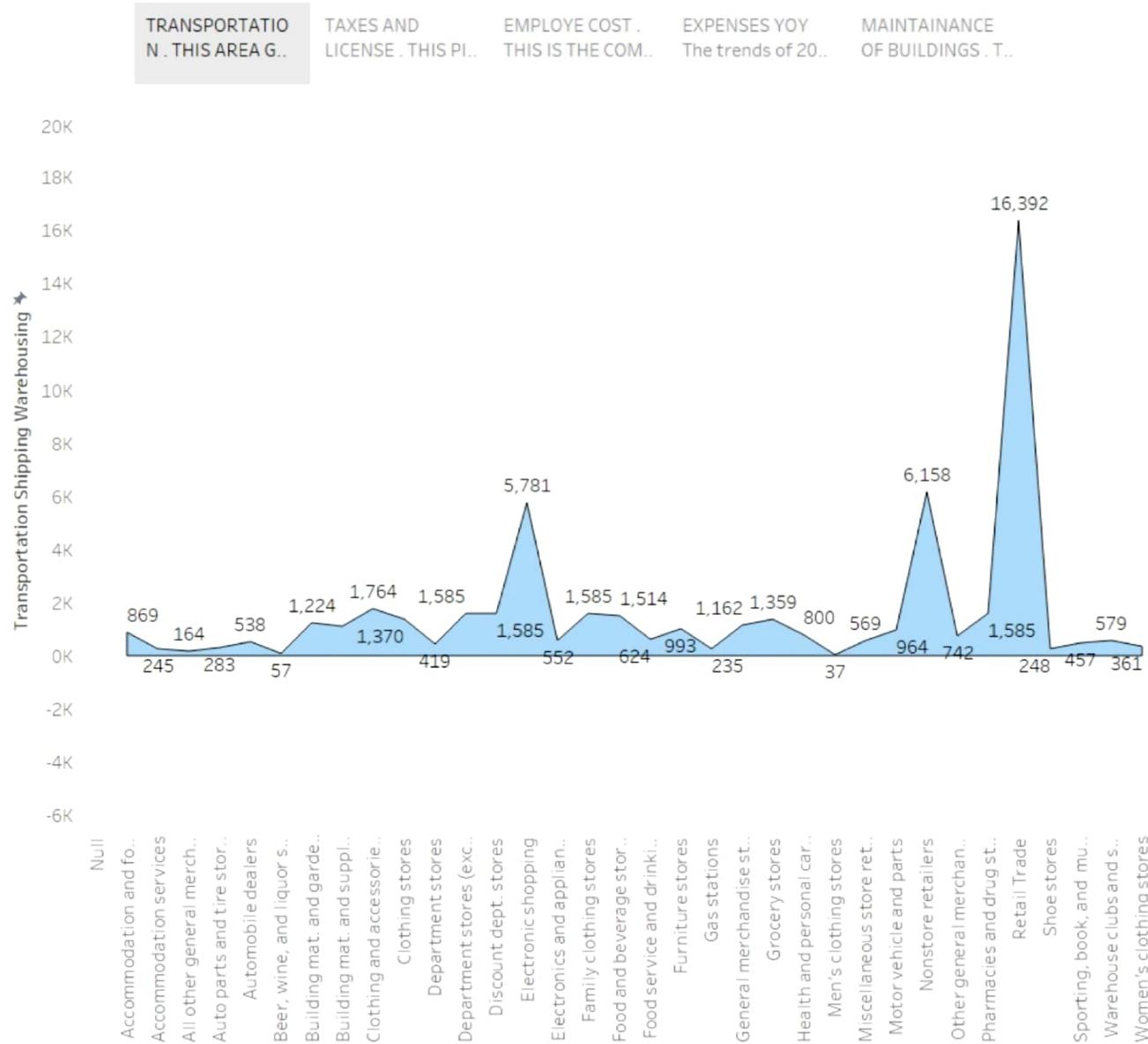


EXPENSES 1





EXPENSES 2



EXPENSES 2

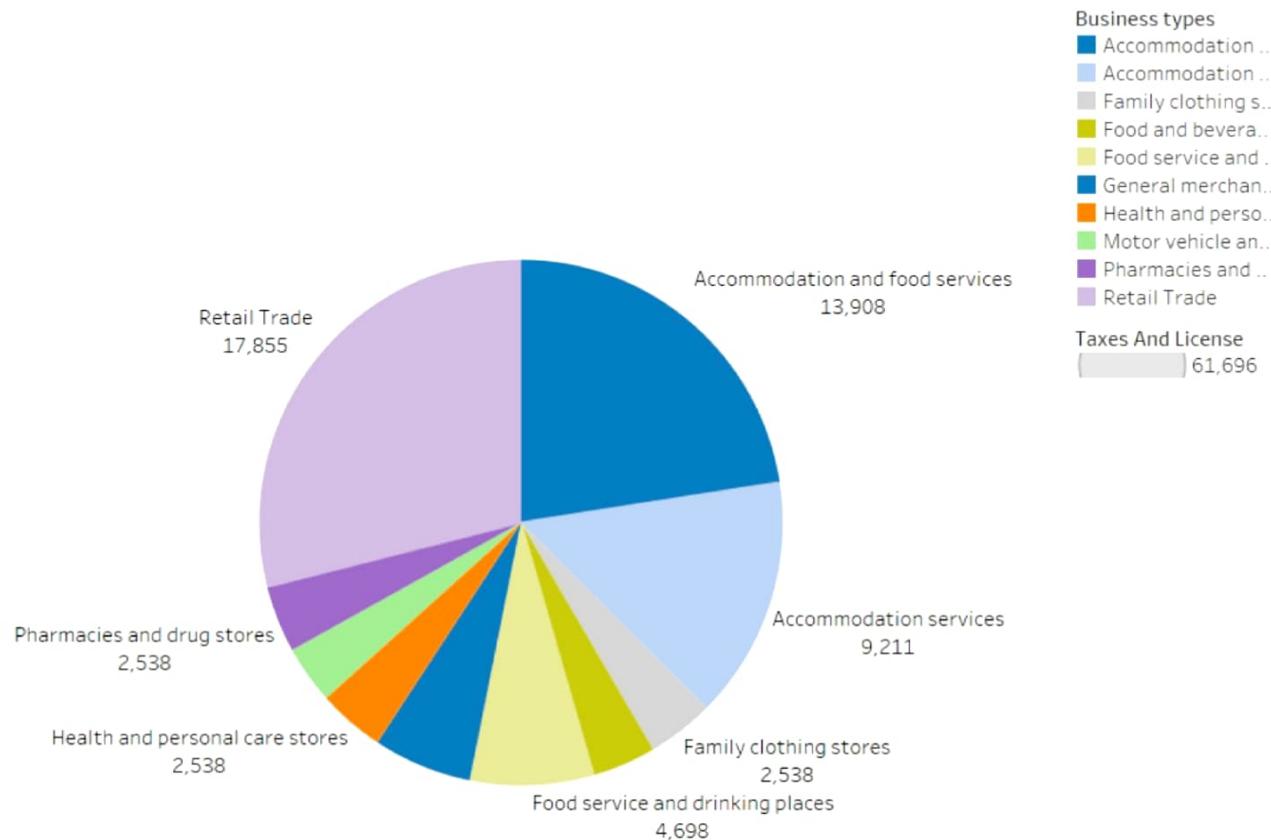
TRANSPORTATIO
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TAXES AND
LICENSE . THIS PI..

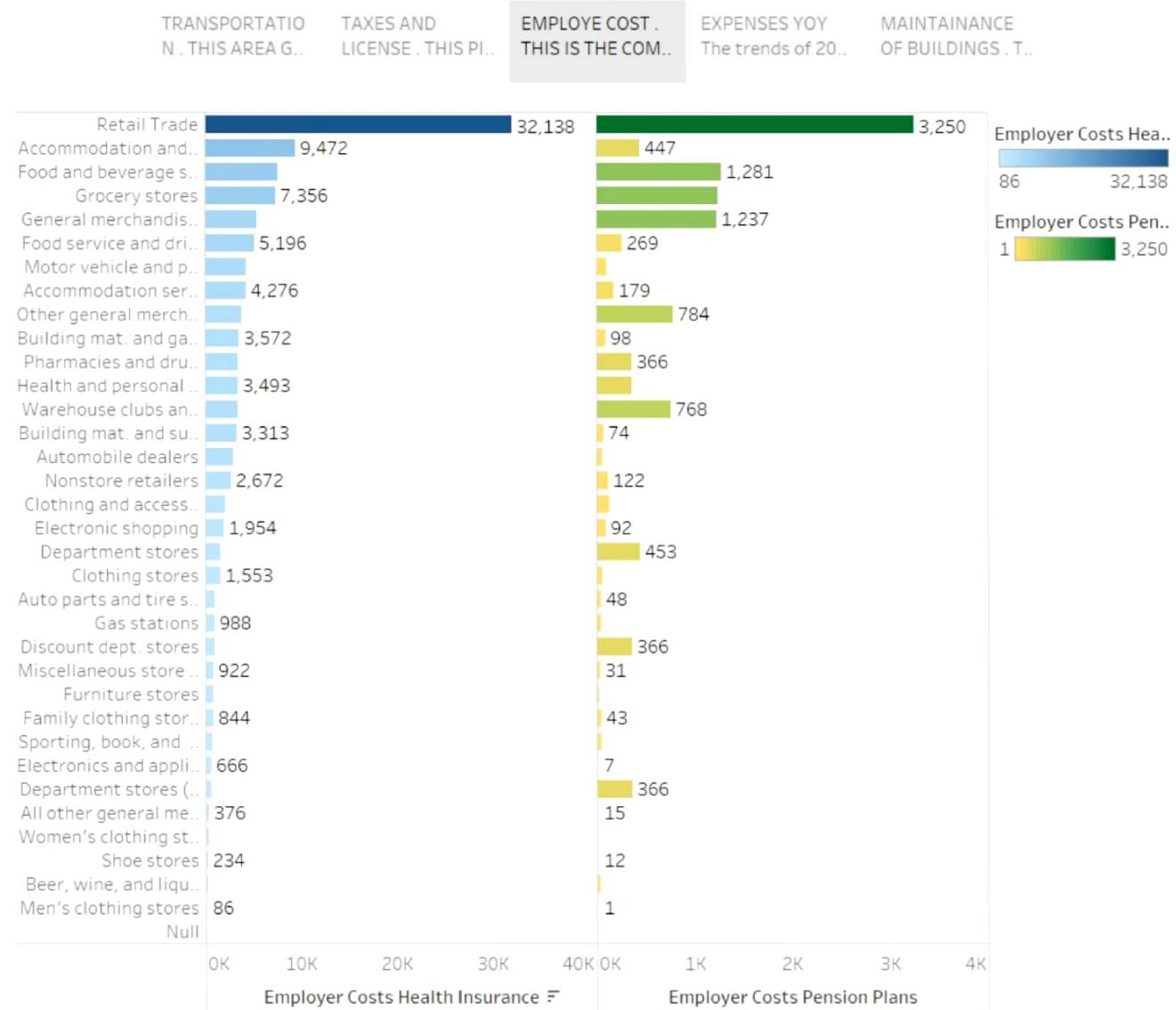
EMPLOYEE COST .
THIS IS THE COM..

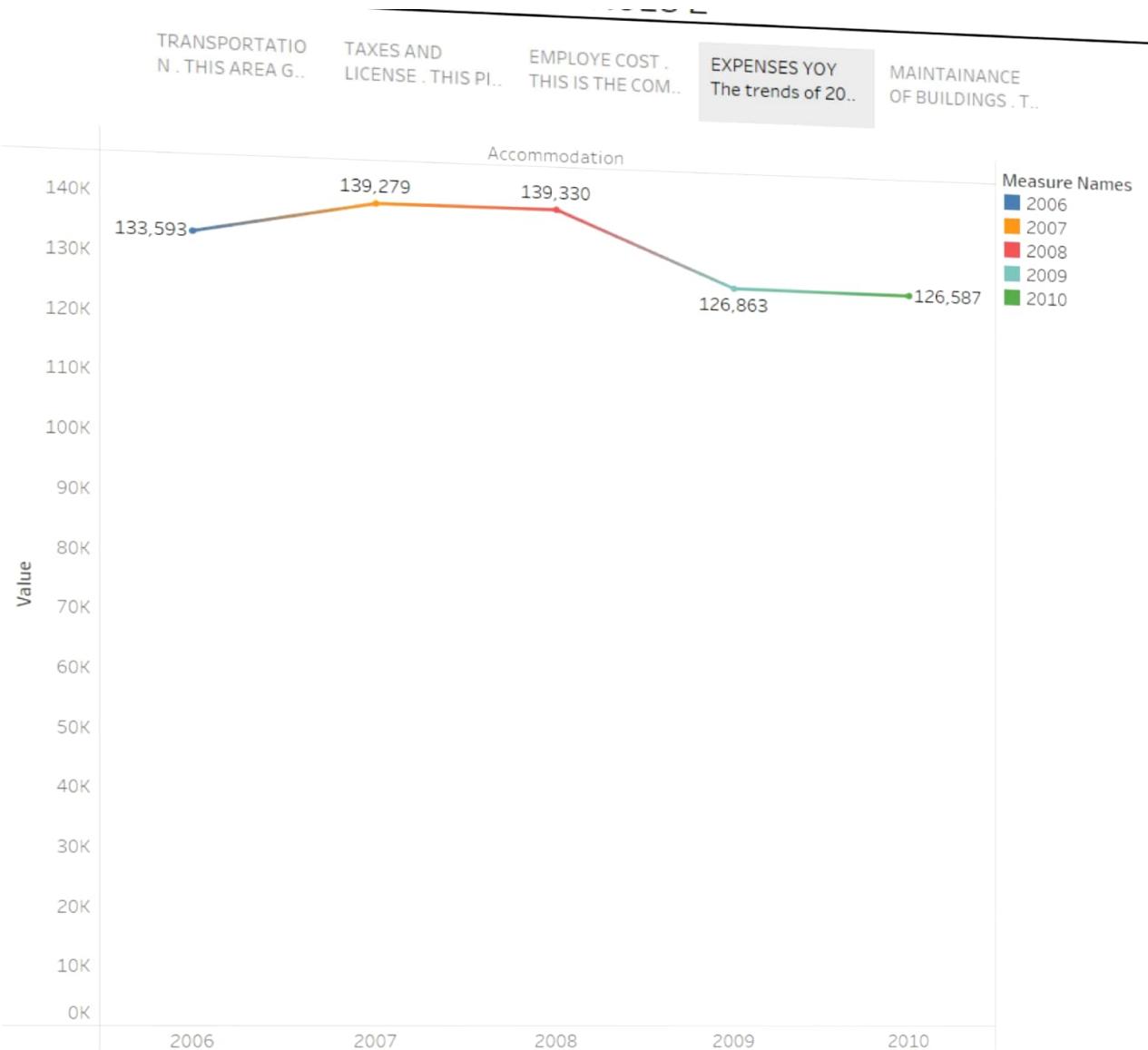
EXPENSES YOY
The trends of 20..

MAINTAINANCE
OF BUILDINGS . T..

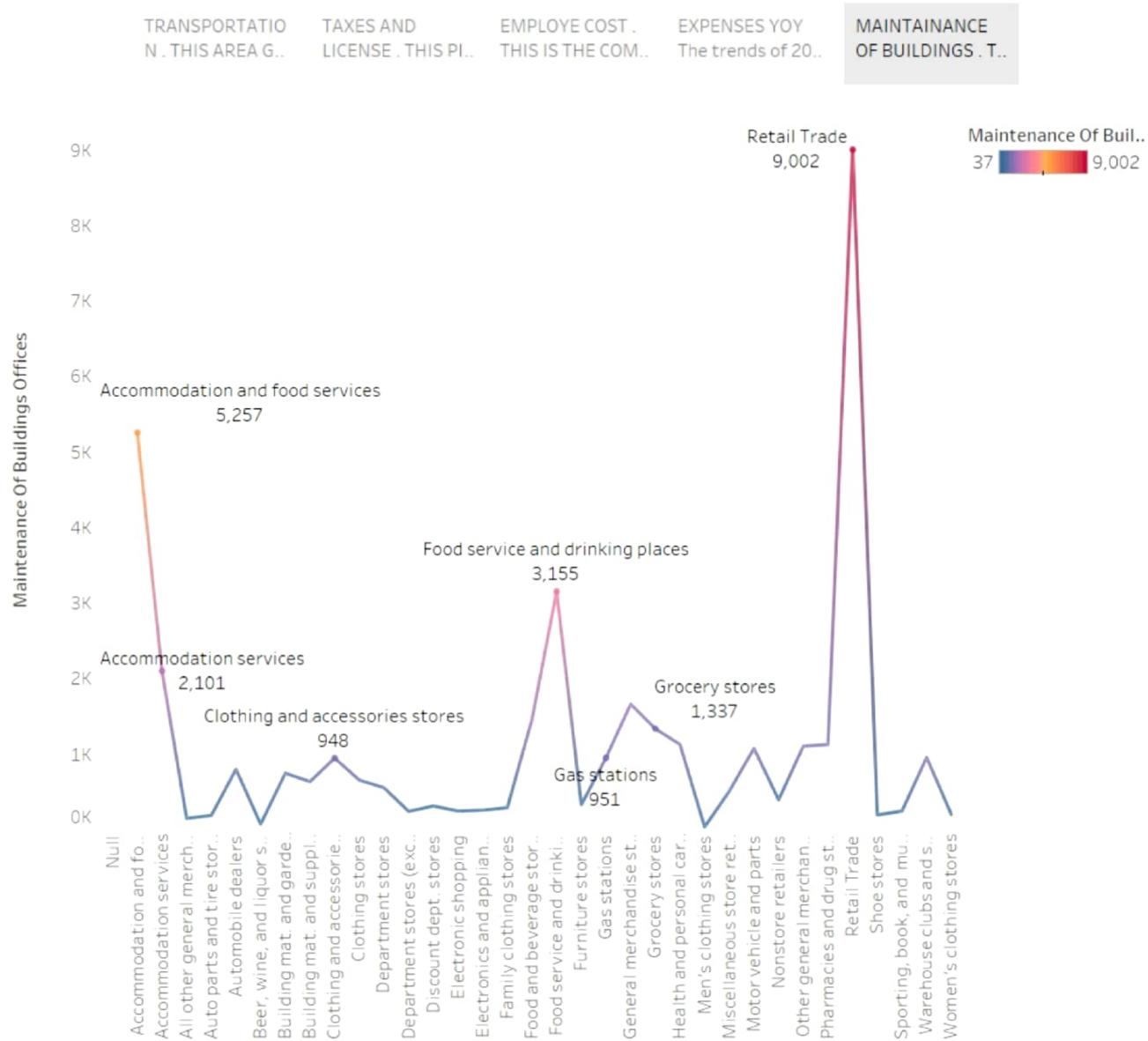


EXPENSES 2





EXPENSES 2



ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---------------------------------|---|---|----------------------------|
| Monday Day - 1 8/7/24 | Introduction to Accounting & Financial Analyst. | A Brief Discussion about an accounting. | Purnima |
| Tuesday Day - 2 9/7/24 | Introduction to Journals and ledgers. | Learned the Journals and ledgers. | Purnima |
| Wednesday Day - 3 10/7/24 | Discussion about the techniques of discounting. | Particed the techniques of discountings. | Purnima |
| Thursday Day - 4 11/7/24 | Introduction to concept of Goods Service Tax [G.S.T]. | Learned how to prepare the Journals and ledgers on G.S.T. | Purnima |
| Friday Day - 5 12/7/24 | Introduction to concept of Income Tax. | Preparation of Income Tax Tables payable of Company. | Purnima |
| Saturday Day - 6 13/7/24 | Discussion on problems of all the given topics. | Solved the problems of all the topics. | Purnima |

WEEKLY REPORT

WEEK - 1 (From Dt. 8-7-24. to Dt. 13-7-24.)

Objective of the Activity Done: Introduction to an Finance analysis and have an idea about the finance management and Detailed Report: It deals with the company accounts.

Introduction session is held about the Internship project. It will be explained about the Company. [Smart bridge]. In which the financial Analysis basis and how it will be useful and practical Implementing in finance management in the Company. And in this topic the main & detail information about the main basic of Journals, ledgers and trial Balance, final accounts. and last three days the main stages of final accounts are discussed they are Trading account, Profit and loss account and Balance sheet. A live report and session is conducted by practicing the real examples of company operations. And also discussed about Journals about Goods Service Tax [GST] and Income tax. The last week of day they are conducted test on topics we are discussed. Conclusion :- these all topics we are discussed and learned a basic information about the financial analysis.

ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---------------------------------|--|---|----------------------------|
| Monday Day - 1 15/7/24 | Introduction to cash flow statements [C.F.S] and its importance. | An explanation about the cash flow statements. | Purnima |
| Tuesday Day - 2 16/7/24 | Cash flow statements [C.F.S] and its activities. | Discussion about cash flow statements and its activities. | Purnima |
| Wednesday Day - 3 17/7/24 | No classes are happen due to "Moharram" | — | — |
| Thursday Day - 4 18/7/24 | Different types of cash flow statements methods. | A brief discussion about methods of cash flows. | Purnima |
| Friday Day - 5 19/7/24 | Cash flow statements vs Profit and common problems of C.F.S. | Learned about the difference CFS between of Profit. | Purnima |
| Saturday Day - 6 20/7/24 | Types of Ratio analysis with examples. | Explanation about Ratios Analysis and types. | Purnima |

WEEKLY REPORT

WEEK - 2 (From Dt. 15-7-24. to Dt. 20-7-24.)

Objective of the Activity Done:

[C.F.S] and it will be calculated on the investments.

Detailed Report: In the second week of our Internship project in short term we have learned about the new topic of cash flow statements [C.F.S] and it uses in company future earnings.

Also, learned the cash flow statements and its importance, its components like operating activities, investing activities and financing activities. and its examples in both cash inflow and outflow of cash in the company. Methods of cash flow statements and its calculations. Difference between the cash flow statements and profit of a company. and also learned some common problems of cash flow statements.

And last two days of our second week we also discussed about another topic i.e. Ratio Analysis and its types are current ratio, quick ratio, liquidity ratio and cash ratio.

Conclusion:- The above topics are learned and practised with some examples which are included the information of financial Analytics.

ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---------------------------------|---|--|----------------------------|
| Monday Day - 1 22/7/24 | Introduction to Tableau software | A discussion about the Tableau software. | Purnima |
| Tuesday Day - 2 23/7/24 | Uses of Tableau software and its advantages. | learnt about the Tableau software advantages. | Purnima |
| Wednesday Day - 3 24/7/24 | Types of data in tableau like date & Time, Boolean Value etc. | Discussed about the types of data in tableau. | Purnima |
| Thursday Day - 4 25/7/24 | Data connections in tableau like M.S. office, Text files, PDF etc. | seen the different data connections in tableau. | Purnima |
| Friday Day - 5 26/7/24 | Preparation of charts in tableau and types of charts by using data. | learnt about the graphs & charts by using tableau. | Purnima |
| Saturday Day - 6 27/7/24 | Preparation of graphs by using data in the source of tableau. | learnt to draw a graphs in tableau in data. | Purnima |

WEEKLY REPORT

WEEK - 3 (From Dt. 22-7-24 to Dt. 27-7-24)

Objective of the Activity Done: In, the third week of our Internship project, we learnt the new software called "Tableau".
Detailed Report:

Tableau software is used for the data visualization capabilities and is often used interchangeably with often used by some tools. For financial analyst it helps to do examine data solutions for business managers.

It makes the decision easier to understand the actual's company information to make any decisions like Revenue of a company, & making the budget of a working capital estimation etc. It also allows the analyst to look the data more easier to understand and create a data by using simple tools. And, tableau has different products like Tableau online, Tableau reader, Tableau public, Tableau desktop & Tableau server.

Last two days of this week we also learnt how to draw a different types charts and graphs by using the company's data in the source of tableau software.

Conclusion:-

The about information is related to company financial position and analyse the data by using tableau software.

ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---------------------------------|---|--|-----------------------------------|
| Monday Day - 1 29/7/24 | Introduction to ratio Analysis. | Explanation about the topic of Ratio Analysis. | Purnima |
| Tuesday Day - 2 30/7/24 | Types of Ratios like liquidity ratio, profitability ratio, leverage ratios etc. | Discussion about the different types of ratios. | Purnima |
| Wednesday Day - 3 31/7/24 | Examples of liquidity ratio, profitability ratio and other ratios. | learnt the practical examples of all ratios with formulas. | Purnima |
| Thursday Day - 4 1/8/24 | Problems were done with leveraged ratio & profitability ratios. | Done with problems of ratios and its uses. | Purnima |
| Friday Day - 5 2/8/24 | Practice problems of all ratios and discussion about balance sheet. | Discussion about the balance sheet and other ratios. | Purnima |
| Saturday Day - 6 3/8/24 | Preparation of assessment and done with all topics | Completed the assessment of all the topics. | Purnima |

WEEKLY REPORT

WEEK - 4 (From Dt. 29/7/24 to Dt. 3/8/24)

Objective of the Activity Done: In the fourth week of our Internship we have done the topic called "Ratio Analysis".

Detailed Report:

Ratio Analysis is most commonly used for the investors to analyse the company data at present financial data to future investment in the company. Ratio analysis is also used for the company's for its future operations like payment of dividends, and capital formation, and earnings of the company in future, and other related operations like estimation of working capital structure.

We also discussed the Income statement of the company to analyse the earnings after payments of interest and taxes that means earnings available to preference share holders [EAPS] and balance sheet of a company to calculate the price book ratio to analyse the market market Capitalization of a firm. In last two days of this week we also done with problems of profitability ratio, leveraged ratios and liquidity ratios and common discussion about the balance sheet of company.

Conclusion:-

The last day of this week we have complete the assessment of all the topics we have previously discussed.

ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|----------------------------------|--|---|----------------------------|
| Monday Day - 1 5/8/2024 | Selection of project for Financial Analyst of business expenses. | All teams and members are selected the project. | Purnima |
| Tuesday Day - 2 6/8/2024 | Collecting and gathering information by different sources of data. | Collecting the information of the project. | Purnima |
| Wednesday Day - 3 7/8/2024 | The Information is inputted in the Tableau software. | The data will be different forms of business. | Purnima |
| Thursday Day - 4 8/8/2024 | Preparation of data in various slides by using tableau. | In, slides all data is represented. | Purnima |
| Friday Day - 5 9/8/2024 | Preparation of charts, graphs and other bubble charts by data. | All data is represented in simple visual. | Purnima |
| Saturday Day - 6 10/8/2024 | Review the total information about the data. | All team members are review and mentor also reviewed. | Purnima |

WEEKLY REPORT

WEEK - 5 (From Dt. 5/8/24 to Dt. 10/8/24)

Objective of the Activity Done:

Selection of project with related to our concern and making a decision of project.

Detailed Report:

In, the fifteenth week of our Internship project we are selected the project that is "Estimation of business expenses with using tableau". Tableau is a business intelligence tool that are used to visualize the data in a simple manner. Financial Analyst is used to understand the complicated data in a easy way for make decisions for business operations.

In, this week all of our team members will collected the information that are related to the ~~our~~ project. and downloaded the information with different data sets. and that data is inputed in the tableau software and it will presented in slides of a tableau. All data is represented in charts, graphs and bubble charts to visualize the data. and last day of this week all team members and mentor will review the project information.

Conclusion: - All collected data is related to our project.

ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---------------------------------|--|--|-----------------------------------|
| Monday Day - 1 12/8/24 | Modification of data in charts, graphs and bubble charts. | Small changes are in graphs, charts related to data. | Purnima |
| Tuesday Day - 2 13/8/24 | Creating a dashboards, story boards and related to our project. | All members are created the dashboards. | Purnima |
| Wednesday Day - 3 14/8/24 | Creating a video demonstration with the data of project. | Creation of video in the data of project. | Purnima |
| Thursday Day - 4 15/8/24 | Creating a "Git Hub" account of all team members. | All team members are created a Git Hub account. | Purnima |
| Friday Day - 5 16/8/24 | Uploading the dashboard video demonstration and data in Git Hub. | All data is uploaded in the Git Hub account. | Purnima |
| Saturday Day - 6 17/8/24 | Submitting of project and project evaluation of mentor. | Submitted the project to the mentor of project. | Purnima |

WEEKLY REPORT

WEEK - 6 (From Dt. 12/8/24 to Dt. 17/8/24)

Objective of the Activity Done: All data related modifications were done with our project for Visualization.

Detailed Report:

In, the last week our Internship project we are modified the changes in graphs, charts and some data in our project. All the data is reviewed by the mentor and that will be represented in different forms. The creation of dashboards and story boards are represented in the project.

And, all details of the project is created a video demonstration that will understand exact what about the project and all data that is presented in the project.

All team members are created a "Git Hub" account that is used to uploading all the project into that "Git Hub" account. And after uploading the project and the project report writing part is complete and submitted to the respected mentor.

Conclusion:- In, the sixth week the project submitting to the mentor.

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

Description of work environment :-

The Internship at smart bridge has been a transformative experience, equipping me with practical skills in financial Analytics. And a deep understanding of the project. The role of Tableau in a business tool. The hands of experience and exposure to real world projects has not only sharpened my technical abilities but also it needed my communication skills and project management skills. The work environment fostered a collaborative atmosphere with clear tasks, roles, well defined protocols and structured procedure. The facilitate were equipped with necessary tools for financial analyst. Team members support and teamwork, contributing to a harmonious relationship with overall. The Internship provide a comprehensive experience in financial Analytics with a well organised and supportive work. All members of team will worked and learnt the new skills like time management and management skills and other important functions of a project.

Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

Description of the technical skills Acquired:-

1. Data Analysis :- Data analysis is the cornerstone of Tableau proficiency. This skill involves examining raw data to identify trends, patterns, and anomalies in Tableau.
2. Tableau server :- Tableau server skills involve managing and deploying Tableau content across an organization. This includes setting up and configuring the data in Tableau.
3. Business Intelligence :- Business Intelligence [BI] skills involve using Tableau to transform data into actionable insights that support strategic decision-making for business persons.
4. Communication skills :- These developers work in teams and are required to effectively communicate with others. This helps them to deliver the best results than complaining to another.
5. Tableau Desktop :- Tableau desktop is a data visualization tool that allows users to create interactive dashboards and reports.

6. Collaboration and team work :-

Data from Tableau desktop can be published to the Tableau server that supports collaboration, distribution, governance, security model and automation.

7. Problem solving skills :-

Problem solving skills are vital for addressing data related challenges in Tableau. This includes troubleshooting data connectivity issues and restoring data.

8. Structured Query Language [SQL]:-

Technical skills in-depth knowledge and a sound understanding of RDBMS systems, SQL business intelligence, and data analytics.

9. Tableau Dashboards :-

Tableau dashboards are visual representations of data that helps users understand and interact with the information.

10. Statistics of Data:-

A solid understanding of statistics is crucial for performing robust data analyses in Tableau.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

Description of the managerial skills Acquired :-

1. Planning :- A proper planning for the entire project and it would be decision of all team members that should be very effective in the total financial analyst project.
2. Project management :- Coordinating tasks, setting goals ensuring there timely completion of the assigned work in the entire team.
3. Leadership skills :- Taking initiative, guiding the team making decision to the project objectives and work related resources.
4. Time management :- A proper time to perform the tasks and prioritizing tasks and division of work and efficiently use of resources.
5. Problem solving as team :- Addressing challenges collectively and finding solutions through the group discussion and collaboration of the entire team.

6. Risk management :- Risk management which involves identifying and planning for potential risk, is another critical management competency. The most productive project managers are able to identify the risk.
7. Adaptability :- Adaptability means willing to learn, our entire team will be very much to learn the new knowledge about the project and it is useful for the acquire the skill related in our academic in future.
8. Conflict Resolution :- Conflict resolution is the most critical part in the project managerial skills. It is requiring them to unify their teams under a shared vision and it may be some for two mutually exclusive goals.
9. Active listening :- Active listening is skill for all members in a team. While discussion about the project goals the entire team will listen to the mentor session in the project discussion.
10. Motivation :- Motivation is the most essential skill for project management soft skill. All team members are motivated for doing project.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

Description of the Communication Skills Acquired:-

1. Technical communication :- Technical communication is effectively conveying complex data in all business in the organisations.
2. Presentation skills :- Creating the data in the project and that will present in the team members and mentors and help them to understand the complicated data.
3. Team collaboration :- Collaboration with team members share information with one another and discussion project and its models of the data.
4. written communication :- Creating clear and concise reports documents and emails related to data analytics of financial data in the project.
5. Feedback Delivery :- Providing constructive feedback to team and mentor about the project and review the projects if any improvements.

Describe how could you enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

- Description of enhancing abilities that acquired :-
1. Group Discussion :- As a team member participation in the group to share information between mutuals and improving the project ideas with better innovations and better performance of the project.
 2. Participation and communication with the team :- Participating in the team work in a creating a great workforce that deals with better ideas for a financial analyst project and make a better quality decision in making the goals.
 3. Contribution as a team member and collaboration :- All together will performing the different types of work that are linked with the same line of the project as a team member all are equally share the information with one another.
 4. Managing a team :- All members are performed and managed the work equally and as a member of the team all are focused and well performed.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

Description of technological Developments :-

Digital development in financial analyst is used in business manner. I have seen in advancements in tableau tools used in financial data that will help in visualizing, creation and making the data to easy understand the financial analyst.

Also makes data processing based on business information used some business tools in tableau and it is used to data manipulator and analysis and statistical techniques for data visualizations and better learning is the additionally.

Tableau software is a business tool and proficiency in business tasks in all data information of the related to the finance of the organization. It will also helps to managers to make decisions on related to business developers and also the investors point of view.