pathak india

Offer Letter
Intern Data Analyst

Mr. Tanuj Bakde
Manas Mandir
Wardha-442001
7218489808

We are pleased to offer you an internship at Pathak India Pvt Ltd in Software department.
Your internship shall commence on 1st April 2024 and shall end on 10th January 2025.

The terms and conditions of your internship with the Company are set forth below:

1. Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship, which will change according to task, S.P.O.C (Milan Singh Bais)
2. Your timings will be from 10.00 A.M to 6.30 P.M., Monday to Friday. Please be sure to bring Resume with you on your first day to complete your profile.
3. You will sign a confidentiality agreement with the company before you commence your internship.
4. The internship cannot be construed as an employment or an offer of employment with Pathak India Pvt Ltd.
5. Please confirm your acceptance of the terms of this offer by 3/April/2023 failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Sincerely,
Accepted by,

Thanks, and regards,
Milan Singh Bais
ADMIN- IT

Rules and Regulations

1. As a Data Analyst Intern, you will have the opportunity to work alongside our talented team of developers and gain hands-on experience in various aspects of Data Analyst Throughout the internship, you will be involved in exciting projects that will challenge and enhance your technical skills.

   You Have to Gain Knowledge in Advance Excel, Power Query for ETL.

   - Problem-solving and analytical understanding for statistics and data
   - Technical skills and competency in using data analytics software like Tableau, Power BI, etc. Identifying trends and generate insights by conducting routine analyses of various data systems.
   - Communicate key findings to various stakeholders to facilitate data-driven decision-making or storytelling
   - Recognize key metrics and build high-level dashboards to track the progress of the agency's metrics and its highest priority initiatives

   You have to gain knowledge in python

   - Use of MSSQL And Python for Data Cleaning and mining.
   - set up your Python work environment.
   - use the fundamental functions and objects in Python.
   - organize objects with collections.
   - manage program flow.
   - use specialized Python libraries for data analysis.

   You must have to learn in SQL Basics

   - Formatting Strings.
   - Stored Methods.
   - Joins.
   - Subqueries.
   - Left Joins vs Inner Joins.
   - Manipulation of dates and times.
   - Procedural Data Storage.
   - Connecting SQL to Python or R.

2. You have to daily report VIA Daily working sheet on google sheet before 10.A.M and answer your daily task question like what you will do today? Is your yesterday task Completed? any Impedance you had observed.
3. The working will be work from office you have to report 5 days a week to office Premises.
4. There will be grading system Depending upon your Performance with company which will be mentioned in your Completion certificate.
5. Internship Location will be: Pathak India Pvt Ltd ,95 P and T Colony Pratap Nagar Nagpur-440022

Corporate Off.: 95, 2nd floor, P & T Colony Cement Road, Pratap Nagar, Nagpur – 440022.
MOB: +91-7410093788
Email Id: hr@pathakindia.com