

## Form I – 3A

## INTERN'S DAILY DIARY

(To be filled by the Intern- Please ensure to upload duly filled set of forms at end of four weeks to the provided folder)

## Intern's Information

Intern's Name **Jayalath J P U N**Student ID **IT22362926**

## Internship Information

Internship Title **Data Analyst**Specialisation **Information Technology (IT)**Supervisor Name **Mr. Vajira Jayasinghe**

## Training Information For the Week (to be filled by the intern)

DATE	DETAILS AND NOTES OF WORK CARRIED OUT, PROBLEMS ENCOUNTERED AND HOW SOLVED ETC., SKETCHES AND DIMENSIONS TO BE GIVEN WHEREVER POSSIBLE.
12 <sup>th</sup> Aug	<ul style="list-style-type: none"> <li>Conducted an in-depth analysis of Power BI reports using the provided loan database.</li> <li>Created a dynamic report to display loan amounts across all branches within specified time ranges, utilizing advanced DAX functions and relational views for accurate total calculations.</li> </ul>
13 <sup>th</sup> Aug	<ul style="list-style-type: none"> <li>Developed a detailed report that categorized customers by branch, displaying each customer's loan amount. This report provided a comprehensive overview of loan distribution across branches, aiding in branch-wise performance assessment.</li> </ul>
14 <sup>th</sup> Aug	<ul style="list-style-type: none"> <li>Created an analytical report to track loan variations and corresponding amounts across branches. Implemented branch-wise filters to assess whether branches were achieving their loan targets, enhancing decision-making for performance tracking.</li> </ul>

15 <sup>th</sup> Aug	<ul style="list-style-type: none"> <li>• Attended an awareness program on internet security and data protection, gaining insights into safeguarding company data.</li> <li>• Developed a complex Power BI report comparing goal achievements for each user and marketing officer over the past three months, enabling performance evaluation through historical comparisons.</li> </ul>
16 <sup>th</sup> Aug	<ul style="list-style-type: none"> <li>• Engaged in discussions with the developer during the third UAT testing phase for the Compliance Management System, identifying and documenting system errors. Sent a detailed error report to aid in system improvements.</li> <li>• Completed a comprehensive set of eight Power BI reports on the loan database, covering all possible insights within my scope. These reports provided a full analysis of loan data and were critical in supporting the company's business objectives.</li> </ul>

## SUPERVISOR COMMENTS FOR THE WEEK

**Supervisor's  
Signature**

**Date**

Click here to enter a date.