



SkillBuildEra

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# Project Timeline: One Project, One Week

Efficiently manage your project development cycle by dedicating a focused week to each core project.



# Internship Instructions

At SkillBuildera, we believe in learning by doing. During your internship, you will work on practical, real-world tasks that help you build strong technical and professional skills while showcasing your growth as a learner and future professional.

## Important Guidelines:

### 1 Official Start

Begin tasks only after your internship officially starts, as indicated in your Offer Letter email.

### 2 Domain Focus

Complete tasks exclusively within your selected domain, as specified in your offer letter.

### 3 Certificate Eligibility

A minimum of 4 completed tasks in your track is mandatory for the Internship Completion Certificate.

### 4 Learning Approach

This is a self-paced, learning-oriented internship with no live training; utilize your own resources.

### 5 Flexible Schedule

Manage your working hours flexibly, ensuring all assigned tasks are completed on time.

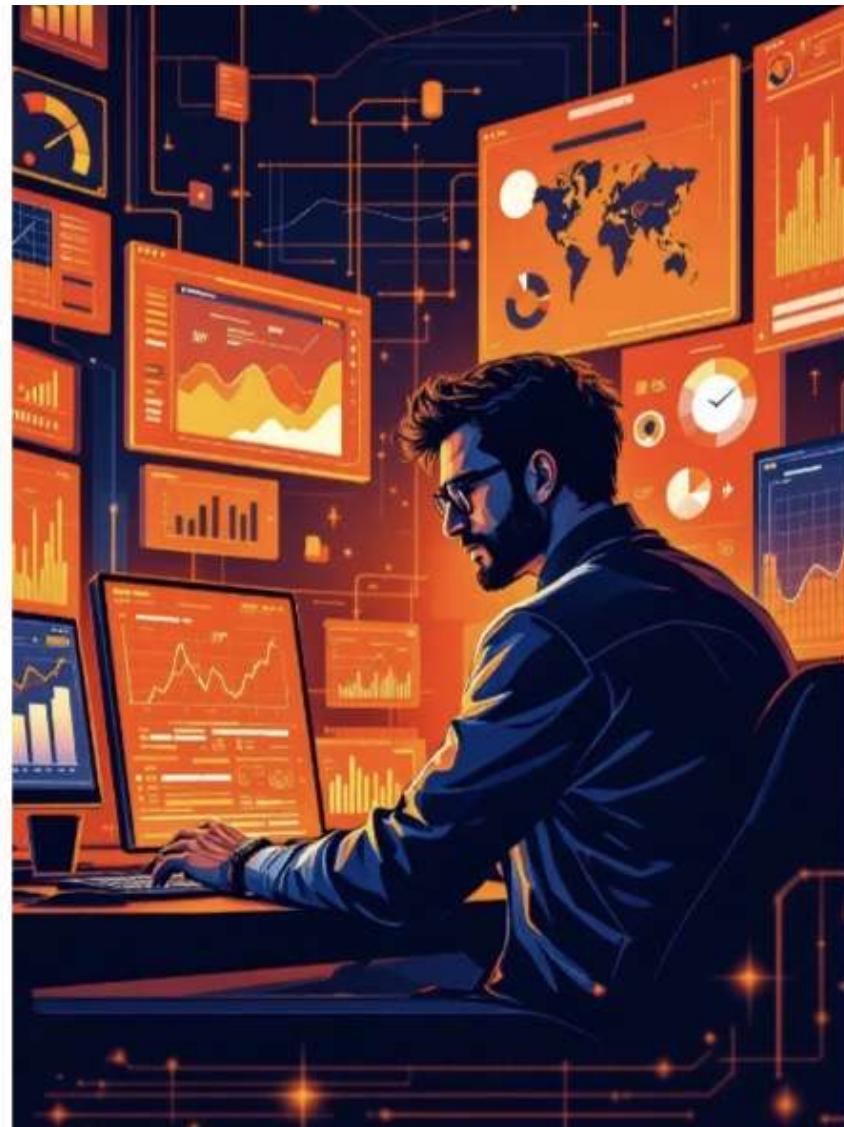


# intern instruction

- 1 Be on time and professional
- 2 Follow instructions and ask questions
- 3 Complete tasks responsibly
- 4 Respect rules and confidentiality
- 5 Communicate with your supervisor

# Data Analysts & Their Impact: 5 Key Projects Uncovered

Exploring how skilled data professionals transform raw information into strategic business value through real-world projects



# Who Are Data Analysts?

Data analysts are professionals who transform raw data into actionable insights that drive smarter business decisions across all industries.

They combine technical expertise with business acumen to uncover patterns, solve problems, and create value from information that would otherwise remain hidden.



# Project 1: Sales Data Analysis

01

## Objective

Identify sales trends, top-performing products, and revenue opportunities across regions

02

## Approach

Cleaned and aggregated sales data by region, product category, and time period using Python and SQL

03

## Insights

Discovered seasonal spikes in Q4, underperforming categories in specific regions, and high-value customer segments

04

## Impact

Enabled targeted marketing campaigns and inventory optimisation, boosting overall revenue by 12%

**12%**

### Revenue increase

Achieved through data-driven

**5**

### Regions analysed

Comprehensive geographical coverage

**200K**

### Transactions

Data points processed and analysed

# Project 2: Attendance Data Analysis

## Monitoring Workforce Patterns

**Objective:** Monitor employee attendance patterns and identify absenteeism trends across departments to improve workforce productivity.

**Approach:** Analysed attendance logs using time-series analysis and created heatmaps to visualise patterns by day of week, month, and department.

**Key Insights:** Highlighted departments with significantly high absentee rates on Mondays and specific seasonal patterns affecting attendance.

**Business Impact:** Informed targeted HR policies and flexible working arrangements, improving overall workforce productivity and employee satisfaction.



### Monday Challenge

35% higher absenteeism on Mondays across three departments

### Seasonal Trends

Identified flu season impact requiring contingency planning

### Department Variations

Manufacturing showed different patterns than office staff

# Project 3: Expense Tracker Analysis



## Objective

Control company spending and identify significant cost-saving opportunities



## Insights

Found recurring unnecessary subscriptions costing 8% of annual budget

## Approach

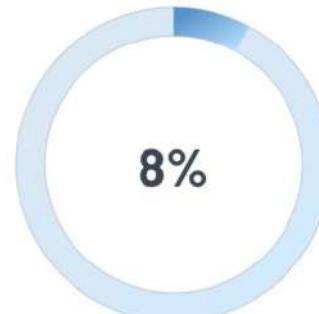
Categorised all expenses, detected anomalies using statistical methods and outlier detection

## Impact

Strategic cuts and renegotiations saved \$50,000 annually

## Cost Breakdown

- Software subscriptions: 28%
- Office supplies: 15%
- Travel expenses: 22%
- Professional services: 20%
- Miscellaneous: 15%



Budget waste

Identified in redundant subscriptions



Efficiency gain

Through expense optimisation

# Project 4: Survey Data Analysis

## 1 Data Collection

Gathered 2,500+ customer survey responses across multiple channels

## 2 Cleaning Process

Standardised responses and removed incomplete or duplicate entries

## 3 Analysis Phase

Performed sentiment and frequency analysis to identify patterns

## 4 Insights Delivered

Linked dissatisfaction drivers directly to delivery delays and communication gaps

## Key Findings

The analysis revealed that **delivery delays** were the primary driver of customer dissatisfaction, accounting for 42% of negative feedback.

Secondary factors included communication issues during shipping and unclear product descriptions on the website.

## Business Impact

Guided targeted logistics improvements and enhanced communication protocols.

Customer satisfaction scores increased by **15%** within six months of implementing recommended changes.





# Project 5: HR Analytics Dashboard

1

## Integration

Connected multiple HR data sources including payroll, recruitment systems, and employee databases into unified platform

2

## Visualisation

Created Power BI dashboard with interactive filters for real-time exploration of workforce metrics

3

## Key Metrics

Tracked turnover rates, hiring pipeline status, diversity metrics, and performance indicators

4

## Decision Support

Empowered leadership team with data-driven insights for strategic workforce planning



### Turnover Analysis

Real-time tracking of attrition rates by department, role, and tenure



### Hiring Pipeline

Monitor candidate progression from application to onboarding



# Why These Projects Matter

## End-to-End Skills

These projects showcase the complete data analysis lifecycle, from collecting and cleaning raw data to delivering actionable business insights and measurable outcomes.

## Real Business Challenges

Each project addresses genuine business problems with tailored analytical approaches, demonstrating problem-solving capabilities across diverse domains and industries.

## Measurable Impact

All projects highlight tangible return on investment through revenue increases, cost savings, efficiency improvements, and enhanced decision-making capabilities.

"Data-driven organisations are 23 times more likely to acquire customers and 6 times more likely to retain them."



# Ready to Unlock Insights with Data?



## Turn Complexity into Clarity

Data analysts transform overwhelming information into clear, actionable insights



## Drive Business Success

Your organisation can thrive with the right data story guiding strategic decisions



## Start Your Journey

Let's harness the power of data to drive smarter decisions and measurable results today

Every successful organisation in the modern economy relies on data analysts to navigate complexity, identify opportunities,