|  |
| --- |
| Manav Rachna Educational Institutions*NAAC ACCREDITED `A++' GRADE UNIVERSITY* **Academic Session 2023-24** |
| **Internship Notification Form** |
|  **OVERVIEW** |
| Name of the Department/ Campus Unit | Dr O P Bhalla Foundation |
| Website / Other source of Information | https://dropbhallafoundation.org/ |
| Profile Type (Teaching/ Non Teaching) | Non teaching |
| Brief write-up on the Department (50 to 75 words) | Dr O P Bhalla Foundation is a non-profit organization and a multi-specialty philanthropic institution which tackles various social issues in the community by engaging the youth through various initiatives, campaigns and social programs to transform them into Social Leaders of the Nation.Dr O P Bhalla Foundation aims to bring positive social change through inclusive growth and development of various community stakeholders. Established in 2014 under the aegis of the Manav Rachna Group of Institutions, Dr. O P Bhalla Foundation combines the efforts of youth, educationists and visionaries to help the Nation. |
| **JOB PROFILE** |
|  Designation | Data Management |
| Job Description | We seek a detail-oriented and motivated Data Management Intern to support our team in organizing and maintaining various datasets and information resources. This role offers valuable hands-on experience in data organization and management within a dynamic work environment.Key Responsibilities:1. Assist in entering and organizing data into databases or spreadsheets accurately and efficiently.2. Data Verification: Verify the accuracy and completeness of data entries by cross-referencing with source documents or other databases.3. Data Cleaning: Clean and standardize data to ensure consistency and integrity, including identifying and correcting errors or discrepancies.4. Data Analysis Support: Provide support in generating basic reports or analysis from the collected data as required by the team.5. Documentation: Maintain documentation related to data management processes, including procedures, guidelines, and quality assurance protocols.6. Collaboration: Collaborate with team members to understand data needs and assist in fulfilling requests for specific information or reports.7. Adherence to Data Privacy Regulations: Ensure compliance with data privacy regulations and company policies in handling sensitive information. |
| Skills Required | Attention to Detail: Ability to accurately enter and verify data with precision.Organizational Skills: Capability to organize and maintain datasets efficiently.Microsoft Excel Proficiency: Competency in using Excel for data entry and basic analysis.Collaboration: Capacity to work effectively in a team environment and communicate clearly.Adaptability: Willingness to learn and adapt to new data management processes and tools.Problem-Solving: Capacity to identify and resolve data-related issues effectively. |
| Place of Posting | B Block , MR Campus |
| Duration of Internship (Start and End Date) | July 2024 to Dec 2024 |
| **SALARY DETAILS** |
| Minimum No. Of Hours (As required by the department) | **40 hrs/month** |
| Training Period  | **5 hrs** |
| Stipend paid during training | **No** |
| Bond or Service Contact (If yes, give details) | **Yes (in form of joining letter)** |
| **ELIGIBILITY** |
| Eligible Courses/Branches  | **UG/PG** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MRIMPACT