

# ConTechxs Solutions Pvt. Ltd.

Quality to enrich your building

#### Intern Letter :

29-09-2023 Jaipur, Rajasthan.

Dear Vinamr Kanodia , Subject: Offer of Internship Position as Data Analyst

We are pleased to extend an offer for an internship position as a Data Analyast with Contech Solutions Pvt Ltd. We were impressed with your qualifications and believe that you have the potential to make a valuable contribution to our team.

### Details of the Internship are as follows:

- •Start Date: 29-09-2023
- •Duration: 3 months
- •Stipend: 4000 Rs Per month.
- •Hours: 9.30 to 6.30
- •Reporting To: Abhishek Gupta
- •Location: 27/A Kanti Chandra Road, Sindhi Camp ,Bani Park .

### **Responsibilities:**

### Data Analyst Responsibilities:

- Managing master data, including creation, updates, and deletion.
- Managing users and user roles.
- Provide quality assurance of imported data, working with quality assurance analysts if necessary.
- Commissioning and decommissioning of data sets.
- Processing confidential data and information according to guidelines.
- Helping develop reports and analysis.
- Managing and designing the reporting environment, including data sources, security, and metadata.

•successful completion.Terms and Conditions:

Warm regards,



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Abhishek Gupta , "HR HEAD " Contech Solutions Pvt Ltd hr@contechub.com, 9549549572

ACCEPTANCE OF INTERNSHIP OFFER I, Vinamr Kanodia, accept the internship offer as detailed above. Signature:\_\_\_\_\_\_Date:



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