



### **IT Systems and Data Analytics Intern for WEO Corporation Pte Ltd**

This internship offers firsthand experience in ERP implementation, BI solutions, and IoT development. Interns will enhance their technical skills, gain professional experience, and collaborate on real-world projects, while supporting end-users and performing routine maintenance in a dynamic and collaborative environment.

#### **Roles and Responsibilities:**

##### **1. Assist in the implementation of ERP (Microsoft Dynamics 365 Business Central):**

- Document process workflows to ensure clear and accurate representation of business processes.
- Prepare master data by cleansing, validating, and importing data to ensure data integrity.
- Conduct User Acceptance Tests (UAT) to verify that the system meets business requirements and is ready for deployment.
- Provide training and support to end-users during the implementation phase to facilitate smooth adoption.
- Assist in the customization and configuration of the ERP system to match the specific needs of the organization.

##### **2. Build Business Intelligence (BI) Solutions:**

- Develop data sets, queries, reports, dashboards, and analyses to support data-driven decision making.
- Contribute to larger BI solutions to answer complex business questions and provide actionable insights.

##### **3. Create Technical Documentation for BI Reports:**

- Develop comprehensive technical documentation to ensure clarity and consistency in report generation and maintenance.

##### **4. Develop IoT Solutions:**

- Create IoT solutions to enhance productivity on the shop floor and in office processes, including automation and real-time monitoring.

##### **5. Cybersecurity and IT Controls**

- Help maintain cybersecurity measures to protect systems and data.
- Assist in reviewing and improving IT security controls.
- Contribute to risk assessments, vulnerability checks, and remediation tracking.
- Aid in documenting cybersecurity policies and procedures.
- Promote cybersecurity awareness and safe computing practices among users.

##### **6. Ad hoc Tasks:**

- Perform additional tasks assigned by supervisors or management as needed, demonstrating flexibility and adaptability.

**Learning Outcomes & Objectives:****1. Technical Proficiency:**

- Gain exposure to the fundamentals of Microsoft Business Central ERP and Power BI.
- Develop skills in end-user support, including identifying and implementing solutions to user requests.

**2. Problem-Solving and Troubleshooting:**

- Identify and resolve technical problems using effective troubleshooting and research techniques, improving problem-solving abilities.

**3. Professional Experience:**

- Gain practical working experience in a professional organization, preparing for future career opportunities.
- Collaborate effectively with multiple stakeholders, enhancing teamwork and communication skills.
- Acquire experience in software development, including mobile app development, web app development, and UI/UX design, broadening technical expertise.

**4. Hands-on Project Experience:**

- Engage in real-world projects involving ERP implementations, BI solutions, and IoT development.
- Develop project management skills by participating in the planning, execution, and monitoring of various technical projects.

**5. Soft Skills Development:**

- Enhance problem-solving, critical thinking, and analytical skills through diverse technical challenges.
- Improve communication and people skills by working closely with cross-functional teams.

**Requirements:****Technical Skills:**

- Proficiency in Power BI, Excel, SharePoint, and statistical methods.
- Understanding of data and query optimization, query profiling, and performance monitoring tools and techniques.
- Experience with Microsoft Power Automate.
- Strong report building and curation skills.

**Soft Skills:**

- Excellent communication, presentation, and people skills.
- Ability to work collaboratively in a team environment and build successful relationships.

**Additional Requirements:**

- Currently a final year student pursuing a Degree or Master's in Data Analytics, Computer Science (IT), or a related field.
- 3-6 months availability.
- Willingness to travel to Malacca to assist in the implementation of ERP when required.