Finance & Data Analyst Internship Assignment

About Mitt Arv

Mitt Arv, which translates to '**My Legacy**' in Swedish, is an innovative legacy-tech startup on a mission to transform the way we approach end-of-life planning. Our primary goal is to empower individuals to proactively plan for the future, encompassing not only the practical aspects like listing and sharing assets but also the critical dimension of emotional well-being. We're on a journey to challenge and eliminate the existing stigma surrounding conversations about death.

Our Vision

Mitt Arv envisions a future where no one is left in financial or emotional chaos on the passing away of a loved one.

Our Genesis

The testing COVID times saw unexpected losses for almost everyone on this planet. We realised how fragile life is! Our founder, Vishal, had to rush back to India from Singapore during the delta wave due to the COVID-19 hospitalisation of his mother. At the same time, Vishal's B-School batchmate passed away, leaving behind a 2–year-old daughter, and Vishal, having a son who was just 6 months old then, had a tremble down his spine. But Vishal is not alone. Many such stories move the toughest into a flurry of emotion. These tough times are what led to the birth of "Mitt Arv" and saw the inception of the products – Emotional Will, Asset Vault, Doc Keep, and Time Capsule.

Our Hiring Philosophy

At Mitt Arv, we believe in nurturing talent from its budding stages, recognizing the potential that lies within each individual. Hence, at entry level, an internship is the only way to join as a Full-Time Employee at Mitt Arv. Our recruitment process is designed to assess candidates based on their skills, knowledge, intent, commitment, and adaptability.

Our company recognises that employee retention is critical to our success. We provide competitive stipends & salaries, benefits, and opportunities for growth and development. We offer a supportive environment that promotes work-life balance. We conduct regular performance reviews and provide employees with feedback on their performance, goals, and development needs. We work with employees to create plans that help them achieve their career goals.

To simplify onboarding and training, we have introduced a Cohort-based hiring system, where we hire interns across different teams together. The 3rd cohort will start on the 1st of March, 2024, and it is mandatory for you to join us, if selected, on the 1st of March, 2024.

Internship Structure

Internship Training Period: This lasts for **4 to 6 weeks**, depending on your *performance, intent, ability,* and *dedication*. If you are unable to complete your internship 'Training Period' within 6 weeks, we will **not be able** to continue our association with you thereafter.

Post-Training Internship: The total internship period, including training, lasts for a **minimum of 4 months**. This duration is **mandatory** to be eligible for an FTE, PPO offer, or **even an internship certificate**. If you haven't yet completed your graduation or are not in your final year of graduation yet, we offer an 'intern till you graduate' program, where you can intern with us until you complete your graduation.

Meanwhile, if you are a non-final year student selected for this internship, we can onboard you remotely **but** you will have to spend your mid semester breaks with our Hyderabad office till you complete **3 months in aggregate**, to be eligible for an Internship certificate. Thereafter, to be eligible for a PPO or FTE offer, you have to spend 4 continuous months of your final year working from our Hyderabad office.

Internship Location and Office Timings

You must spend the entire internship time working from our Hyderabad office, except for times where you need to go on partnership visits. Our office is open from 10 AM - 7 PM and operates from Monday to Friday. If you are in your non-final year, the Internship Structure clause applies.

Stipend Structure

Our stipend structure is competitive yet uniquely designed. You will learn more about our work ethic, teams, processes, expectations, etc. during your internship 'Training Period'.

During this training period, you would be provided a stipend of INR 4,500 / month. Once the training period is completed, your stipend will be increased to INR 9,000 / month + incentives. The stipend would be paid within the first 5 days of the subsequent month.

Full-Time Employment or Pre-Placement Offer

Based on your performance during the internship, and finding a mutual fit for working together, Mitt Arv will offer a Full-Time Employment or a Pre-Placement Offer in the range of 3 LPA to 6 LPA.

Relocation Assistance

If you reside outside of Hyderabad and are relocating for the internship, you will be provided with reimbursement for up to 2AC return tickets to and from your base location. Additionally, you will also be provided with additional INR 6,000 monthly on a prorated basis to assist with additional costs. We will be able to support your stay at a nearby guest house but the costs will have to be borne by you if you choose to opt for them.

Roles & Responsibilities

1. Managing and processing payroll, reimbursements.
2. Coordinating with external consultants related to regulatory filings.
3. Preparing balance sheets, ledgers, budgets.
4. Recording and processing vendor compliances.
5. Assisting the legal team with filings, research and taxation matters.
6. Work with the HR team to manage travel bookings, stays, travel plans.
7. Prepare financial reports, Monthly, Quarterly and Annual.
8. Analyse financial data to identify trends, patterns, and areas for improvement.
9. Assist in building and maintaining financial models to support forecasting, budgeting, and decision-making processes.
10. Analyse data using statistical techniques and data visualisation tools to uncover insights and trends.
11. Interpret data and provide recommendations based on analysis to support decision-making processes.

ASSIGNMENT

We heavily rely on processes and guidelines as we work. One core aspect of any good Finance & Data Analyst team is to understand the requirements, so please go through the below requirements thoroughly. Any major miss in complying to the guidelines for submission, subject of email etc will automatically disqualify your application.

Assignment Submission Instructions

Your submissions for the assignment details laid out below should be sent via email to careers@mittarv.com with the following guidelines:

- Email Subject Format: **"<Your Name> – Application for Finance Internship for March 2024"**
- All submissions must be in the form of a pdf attachment OR URLs with public access enabled.
- Each attachment should have a filename **"<Your Name> – Finance Internship Assignment Attachment <x> of <y>"**
- Kindly abide by the deadline mentioned in the Job Post on Internshala.

Assignment Details

Title: Mitt Arv Expense Analysis and Optimization

Objective: To analyse and classify simulated financial data of Mitt Arv and present findings in a detailed report.

Scenario: Mitt Arv is looking to optimise its operational expenses. As a finance and data analyst intern, your task is to analyse the provided financial data, categorise expenses, analyse the data, and prepare a detailed report.

Dataset: The dataset (in Excel or CSV format) contains the following columns:

- Transaction ID: A unique identifier for each transaction.
- Date: The date of the transaction (ranging over the past year).
- Amount: The expense amount in INR.
- Vendor: The name of the vendor or service provider.
- Description: A brief description of the expense.

(Note: The dataset is a mix of various expenses like office supplies, marketing, travel, utilities, etc.)

Assignment Tasks:

1. **Data Cleaning and Preparation:** Clean the dataset for any inconsistencies or errors.
2. **Expense Categorization:**

- Develop a categorization system for expenses (e.g., Technology, Marketing, Travel, Operations, etc.).
- Categorise each expense in the dataset accordingly.

3. **Data Analysis:**
   - Perform a trend analysis on the categorised expenses.
   - Identify any significant patterns, anomalies, or areas of high spending.

4. **Report Preparation:**
   - Prepare a comprehensive report detailing your methodology, analysis, and recommendations.
   - Include charts and graphs to support your analysis.

5. **Submission Instructions:**
   - Submit the report in a PDF format.
   - Include the cleaned and categorised dataset as an Excel or CSV file. (Do not use values directly, we would want to see the formulas that were used)

Data Source: Finance and Data Analyst Internship Assignment