

# Job Description: Data Entry & Research Intern

**Company:** Binarama Pvt. Ltd.

**Location:** On-site

**Duration:** 3 Months

**Type:** Paid Internship

## About Us

At Binarama Pvt. Ltd., we focus on building innovative solutions that simplify everyday living and support organizational efficiency. We are growing quickly and are looking for enthusiastic interns to join our team and contribute to impactful projects.

## Role Overview

We are seeking a detail-oriented and proactive **Data Entry & Research Intern** to support our operations and research activities. This role involves maintaining and updating data sheets, conducting research, and assisting the team with accurate data collection and reporting.

## Key Responsibilities

- Enter, update, and maintain accurate records in spreadsheets and databases.
- Verify data accuracy and ensure consistency across all records.
- Assist in research work to collect, analyze, and summarize information.
- Prepare and organize data for reports and presentations.
- Collaborate with the team to ensure the timely completion of tasks.
- Maintain confidentiality and handle data securely.

## **Skills & Qualifications**

- Pursuing or recently completed a degree in Business, Management, IT, or related field.
- Strong attention to detail and organizational skills.
- Proficiency in MS Excel / Google Sheets.
- Basic research and analytical skills.
- Ability to work independently as well as within a team.
- Good written and verbal communication skills.
- **Having a personal laptop is mandatory.**

## **What You'll Gain**

- Hands-on experience in data management and research.
- Opportunity to contribute to live projects.
- Mentorship and guidance from experienced professionals.
- Paid internship with certificate upon completion.