

Internship Report

2022



By,
Avril Rodrigues

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ACKNOWLEDGMENT

I would like to thank all my professors, specially Sir KGS Shankar Narayan, Ma'am Albino, Sir Kevin, Sir Edgar & Ma'am Poonam for giving us this opportunity to undergo an internship which helped me to enhance my skills as well as learn new skills , over the internship period of 6 months . I would also like to thank the HR Manager of Mercedes Anisha ,as well as the HR Manager of Tangentia Mamatha for giving me the opportunity to intern & be a part of the esteemed organization. I will be carrying forward the skills & experience that I gained at these 2 organizations & will use it to my benefit . It was a pleasure working closely with both the organizations & it helped me understand the business world even more clearer' .



Mercedes-Benz

Avril Rodrigues

IMBA, 5th Year

1733

Mercedes-Benz, that is commonly referred to as **Mercedes**, is a German luxury automotive brand. Both Mercedes-Benz as well as **Mercedes-Benz AG** (a Mercedes-Benz Group subsidiary established in 2019) are headquartered in Stuttgart, Baden-Württemberg, Germany & they have their offices spread across 93 different locations worldwide. Mercedes-Benz produces consumer luxury vehicles and commercial vehicles. Its first Mercedes-Benz-badged vehicles were produced in 1926. In 2018, Mercedes-Benz was the largest seller of premium vehicles in the world, having sold 2.31 million passenger cars. Mercedes-Benz traces its origins to Karl Benz's creation of the first internal combustion engine in a car, seen in the Benz Patent Motorwagen, financed by Bertha Benz's dowry and patented in January 1886 and Gottlieb Daimler and their engineer Wilhelm Maybach's conversion of a stagecoach, with the addition of a petrol engine.

The company's origins lie in Daimler-Motoren-Gesellschaft's 1901 Mercedes and Karl Benz's 1886 Benz Patent-Motorwagen, which is widely regarded as the first internal combustion engine in a self-propelled automobile. The slogan for the brand is "the best or nothing". Mercedes-Benz star's 3 points represent the company's drive for universal motorization -- The points represent land, sea, and air. The Mercedes-Benz name is a combination of two names: Mercedes Jellinek and Karl Benz. Originally, Mercedes-Benz was founded by Karl Benz and Gottlieb Wilhelm Daimler and was part of Daimler Motoren Gesellschaft, better known as DMG. The company was first known by the name Daimler-Benz, as an homage to the founders.

After Gottlieb Wilhelm Daimler passed away, entrepreneur and racing enthusiast Emil Jellinek was brought on by chief engineer Wilhelm Maybach. Emil went on to help create the Mercedes 35hp in 1900. Jellinek named the new cars after his daughter, Mercédès Jellinek, whose Spanish name translated to "mercy."

The company later went on to have the "Mercedes" name trademarked 1902.

While the company continued to trade as Daimler-Benz, the car line began to carry the Mercedes-Benz name.

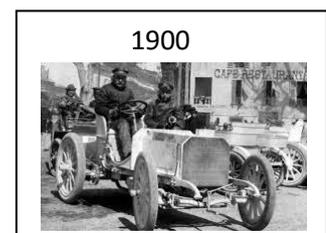
Mercedes-Benz offers a versatile range of consumer-passenger, light commercial and heavy commercial equipment. These vehicles are manufactured in multiple countries worldwide. The Smart marque of city cars are also produced by Daimler AG.

Following are the various car models that Mercedes offers :



1886

- A-Class – Subcompact luxury Hatchback and Sedan
- B-Class – Subcompact luxury Multi Purpose Vehicle
- C-Class – Compact executive luxury Sedan/Saloon, Estate, Coupé and Cabriolet
- CLA – Subcompact luxury 4-Door Coupé and Estate
- CLS – Mid-size luxury 4-Door Coupé
- E-Class – Mid-size executive luxury Sedan/Saloon, Estate, Coupé and Cabriolet
- G-Class – Luxury off-road vehicle
- GLA – Subcompact luxury Crossover
- GLB – Compact luxury Crossover
- GLC – Compact luxury Sport utility vehicle
- GLE – Mid-size luxury Sport utility vehicle
- GLS – Full-size luxury Sport utility vehicle
- S-Class – Full-Size luxury Sedan/Saloon, Coupé and Cabriolet
- V-Class – Luxury Multi Purpose Vehicle



- AMG GT – Luxury sports car
- AMG GT 4-Door – Luxury sports 4-Door Coupé
- AMG SL – Luxury grand tourer roadster
- AMG ONE – Super sports car
- EQA - Luxury electric Crossover
- EQB - Luxury electric Crossover
- EQC - Luxury electric Crossover
- EQE - Luxury electric Sedan/Saloon
- EQS - Luxury electric Sedan/Saloon
- EQV - Luxury electric Multi Purpose Vehicle





ALCON
ANIL COUNTO
ENTERPRISES



VISION

We aspire to be pioneering leaders and the most trusted business conglomerate

MISSION

We create and deliver superior products and services to enrich the 'quality of life' of our customers

CORE VALUES

Integrity

Commitment

Trust

Teamwork

Quality

Excellence

ALCON is a Goa based group founded by Shri Anil Counto since 1971 with business interest in manufacturing , construction ,real estate, trading and logistics.

A little about the Founder, Mr. Anil Counto : When Anil Counto graduated as a Civil Engineer from VJTI Engineering College in Mumbai in 1966, he gained valuable experience working in private organizations for 4 years prior to joining the PWD as just another young man beginning his career. But the similarity ends right there. Because this young man had a vision and a mission to realize that vision. And he had the talent, willpower and the determination to succeed. Add to this courage, integrity, discipline and a rigorous work ethic and you have all the ingredients of success.

From a tiny engineering unit set up in 1971, Alcon now boasts 5 major business verticals, Construction, Hospitality, Manufacturing, Trading and Infrastructure/Logistics. Today his humble unit has grown into one of Goa's largest business conglomerates. And the man has become one of the most well known entrepreneurs in the State. The man: Anil Counto. And his Group: **Alcon - Anil Counto Enterprises**, the realisation of the indefatigable efforts of one man and his diversified interests in Social, cultural, education and economic field.

Following are a few awards won by Mr. Anil Counto :

- **"KD Naik Memorial Pride of Goa" award 2019** presented by Goa Chamber of Commerce and Industry on 30th April 2019.
- Business Goa Magazine conferred Anil Counto Alcon Enterprises - **"Business Group of the year 2017"**
- **Saibaba Satkar**, recognition from the Chief Minister of Goa for contribution to leading and organizing the Saibaba Mohotsav for two days on 13th and 14th October 2017 in Goa.
- Honored as **"Best Social Worker"** of Goa state by Government of Goa on Goa Liberation Day 19th December, 2014.

- National award for “*Outstanding Entrepreneur*” presented by COSIDIC – Council of India assisted by EDC Limited in November 2014.
- Award for *First Generation Entrepreneur Industrialist* - Awarded by All India Saraswat Cultural Organization (AISCO) in November 2014
- Recognition for *Outstanding Entrepreneurship* presented by the GOA STATE INDUSTRIES ASSOCIATION, 2010.
- Conferred the honorary *Commendador “Ordem do Mérito”* by the President of Republic of Portugal.
- *Udyog Ratan Award*, conferred by the Institute of Economic Studies during Rajiv Gandhi's Vision of Industrial India Seminar.
- *Rajiv Gandhi Excellence Award* 1993, conferred by the Shiromani Institute, New Delhi.

REAL ESTATE/CONSTRUCTION, HOSPITALITY, MANUFACTURING, TRADING & LOGISTICS.

- Their Real Estate / Construction Projects include :Sereno & Estrela II by Alcon



Under Real Estate / Construction, Alcon also has a Piling Division that features the following :

- Construction of Piles
- Geo-technical soil investigation
- Preferred Soil Testing Agency for the PWD in Goa
- Provide highly accurate Soil Testing Reports
- All types of piling and soil testing jobs

Hospitality sector

Alcon owns the Hotel Grande Delmon, Ronil Beach Resort & the O'Coqueiro Restaurant.



Manufacturing sector

Alcon Group is into the manufacturing of Cement, Ready Mixed Concrete, Microfine Products, Microfine Classification systems, Ceramic souvenirs & artifacts, Industrial ultrasonic cleaning systems, **Alccopave - (Green Building Centre)** –This is an Initiative with ACC Ltd for a GREEN BUILDING CENTRE , they provide total walling, paving, building solutions manufactured using world class technology.



Trading sector

Alcon Mercedes-Benz is a division of Counto Metals and Mining Company Ltd, they own Hyundai Automobiles & they are also retailers of Bridgestone tyres.



Logistics,

They have Inland Logistics. Counto Metals and Mining Company Limited has two inland jetties on river Mandovi with facilities for loading and unloading of bulk and break bulk cargos.

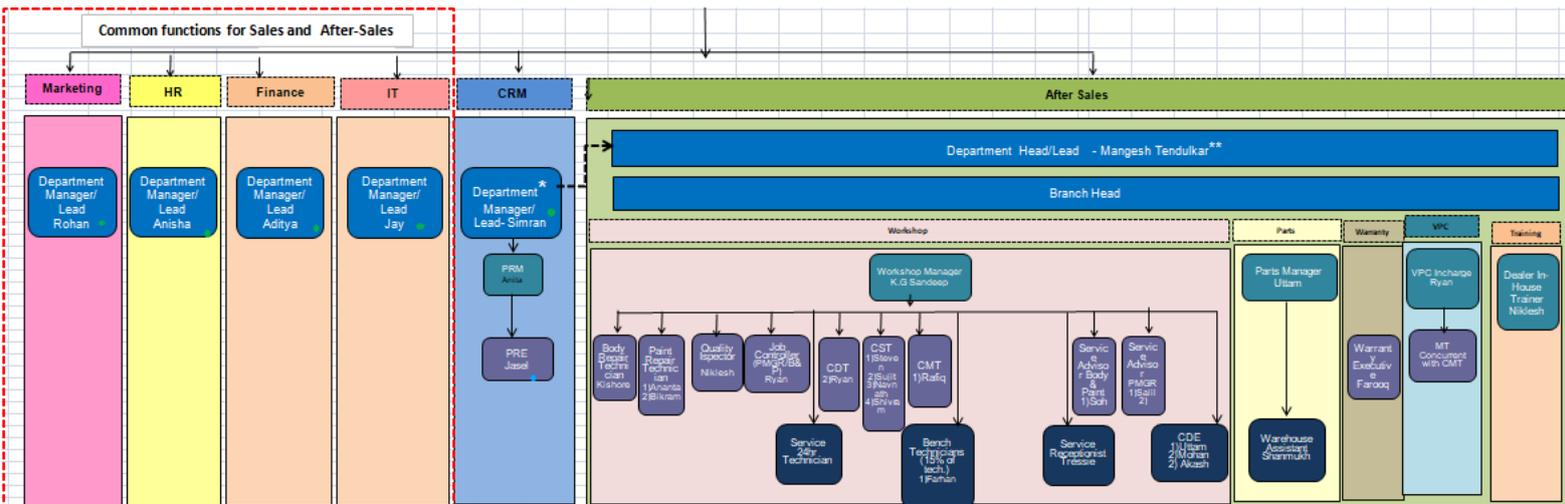
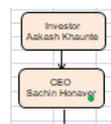


I have undergone my internship in the Human Resource department at Alcon's Mercedes Benz, Counto Motors' dealership, that's located at Ribandar .



Organizational structure at Mercedes :

- MB Dealership Level
- Market Level
- City Level
- Outlet Level



The tasks carried out by me at Mercedes were as follows :

- Filing of the documents
- Got an overview of how leaves are carried forward.

Eg:- PL (Paid leaves 18 (annual leaves given)

Previous leaves are 12 , so for the year 2022, the PAID LEAVES will be calculated as follows :

12 (previous years leaves) + 18(annual Paid leaves given) = 30 leaves' for year 2022

& the same is done for SICK LEAVES,, casual leaves are not carried forward

The following sheet shows the balance of the employee leaves:

Confirmation Date	Designation	DOJ	Opening Balance							Opening Bl	Balance					
			CL	COF	EL	PL	RH	SL	CL		SL	PL	CL	SL	PL	
01 Sep 2010	System Techn	01 Mar 2010	5.0		0.0	19.0	2.0	9.0	35.0	6	9	18	6.0	18.0	37.0	
01 Sep 2010	Assistant Serv	01 Mar 2010	0.0		0.0	06.0	2.0	13.0	101.0	6	9	18	6.0			
01 Oct 2010	Floor Supervis	01 Apr 2010	1.0		0.0	21.5	2.0	16.0	42.5	6	9	18	6.0			
01 Mar 2011	Driver	01 Sep 2010	5.5		0.0	82.0	2.0	19.0	106.5	6	9	18	6.0			
03 Jul 2011	System Techn	03 Jan 2011	0.0		0.0	18.0	2.0	18.0	38.0		9	18	6.0			
15 Aug 2011	Parts Executiv	15 Feb 2011	0.0		0.0	41.0	2.0	10.0	53.0		9	18	6.0			
09 Sep 2011	System Techn	09 Mar 2011	2.0		0.0	44.0	2.0	7.0	55.0		9	18				
01 Aug 2012	Office Boy	01 Feb 2012	0.0		0.0	87.0	2.0	25.0	114.0		9	18				
08 Apr 2013	Service Advis	08 Oct 2012	0.0		0.0	56.5	2.0	7.0	65.5		9	18				
16 Apr 2013	Chief Executiv	16 Oct 2012	6.0			80.5	2.0	25.5	114.0		9	18				
04 Sep 2013	TEAM LEADER	04 Mar 2013	0.0	0.0	0.0	46.0	2.0	25.0	75.0		9	18				
08 Oct 2013	Asst. Manager	08 Apr 2013	1.0		0.0	57.0	2.0	17.0	77.0		9	18				
17 Dec 2013	SR. SALES CC	17 Jun 2013			-83.0				-83.0		9	18				
01 Dec 2013	GENERAL MAJ	01 Jun 2013	0.5		0.0	88.0	2.0	26.5	117.0		9	18				
12 Nov 2014	MANAGER HR	12 May 2014	0.0		0.0	48.5	2.0	14.0	64.5		9	18				
22 May 2015	Branch Head	22 Nov 2014	2.0		0.0	82.0	2.0	26.0	112.0		9	18				
18 Jun 2015	Asst. Manager	18 Dec 2014	0.0		0.0	56.0	2.0	17.0	75.0		9	18				
23 Jul 2015	Customer Relat	23 Jan 2015	0.0		-1.0	71.0	2.0	23.5	95.5		9	18				
09 Dec 2015	ACCOUNTS EJ	09 Jun 2015	0.0		0.0	80.0	2.0	23.5	105.5		9	18				
12 Dec 2015	Service Advis	12 Jun 2015	0.0		0.0	66.5	2.0	23.0	91.5		9	18				

-I was given the task to search for some activity for the employees, for their fun (employee engagement activities) . These activities are done once a month.

- I was shown the salary components, as in the breakup of the gross salary .ie. Basic, HRA & PA(Personal Allowance).

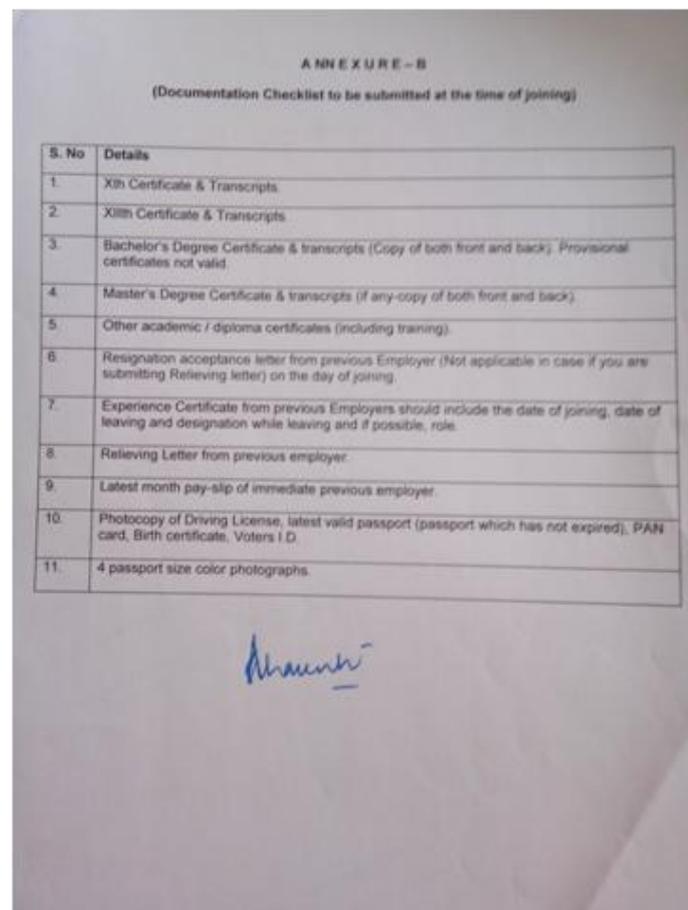
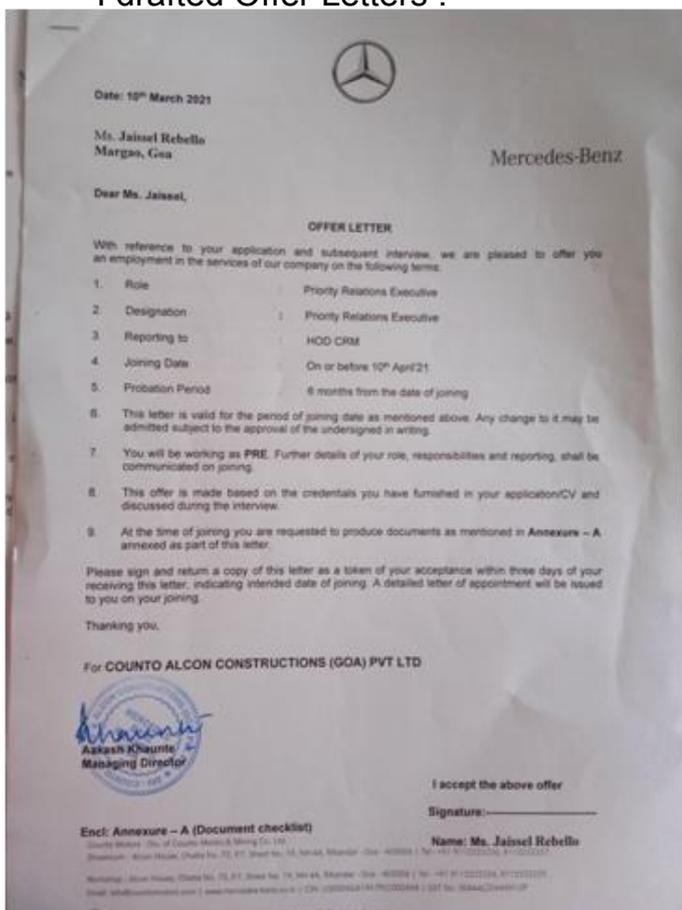
-Corporate attire at Mercedes consists of : Blazers, Shirts, Tie's , Pants, Skirts, Shoes, Socks, Cufflinks etc.

- I was made to draft appointment letters

Appointment letter :



-I drafted Offer Letters :



Following is a picture of the form that is to be filled by the employees to avail the EPF(Employee Provident Fund) Scheme :

EMPLOYEES' PROVIDENT FUND ORGANISATION
 Employees' Provident Fund Scheme, 1952 (Paragraph-34 & 57) &
 Employees' Pension Scheme, 1995 (Paragraph-24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and/or EPS, 1995 is applicable)

Name of the member

Father's Name Spouse's Name
 (Please tick whichever is applicable)

Date of Birth: (DD / MM / YYYY)

Gender: (Male/Female/Transgender)

Marital Status: (Married/Unmarried/Widow/Widower/Divorced)

(a) Email ID:

(b) Mobile No.:

Whether earlier a member of Employees' Provident Fund Scheme, 1952: Yes / No

Whether earlier a member of Employees' Pension Scheme, 1995: Yes / No

Previous employment details: [If Yes to 7 AND/OR 8 above]

i) Universal Account Number:

ii) Previous PF Account Number:

Date of exit from previous employment: (DD/MM/YYYY)

Scheme Certificate No. (if issued)

Pension Payment Order (PPO) No. (if issued)

International Worker: Yes / No

If yes, state country of origin (India/Name of other country)

Passport No.

Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]

KYC Details: (attach self attested copies of following KYCs)

Bank Account No. & IFS Code

AADHAR Number

Permanent Account Number (PAN), if available

UNDERTAKING

Certified that the particulars are true to the best of my knowledge. I authorize EPFO to use my Aadhar for verification/authentication/KYC purpose for service delivery. Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F. Account. (The transfer would be possible only if the identified KYC details approved by previous employer has been verified by present employer using his Digital Signature Certificate)

In case of changes in above details, the same will be intimated to employer at the earliest.

Signature of Member

DECLARATION BY PRESENT EMPLOYEE

The member Mr./Ms./Mrs. _____ has joined on _____ and has been allotted PF Number _____

In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:

- (Post allotment of UAN) The UAN allotted for the member is _____
- Please Tick the Appropriate Option:
 - The KYC details of the above member in the UAN database have not been updated
 - Have been updated but not approved
 - Have been updated and approved with DSC

In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:

- The above PF Account number/UAN of the member as mentioned in (A) above has been tagged with his/her UAN/Previous Member ID as declared by member.
- Please Tick the Appropriate Option:
 - The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate and transfer account has been generated or ports.
 - As the DSC of establishment are not registered with EPFO, the member has been informed to file physical claim (Form-11) for transfer of funds from his previous establishment.

The following form has to be filled by the employees to avail the Employee Provident Fund :

Form No. 11 (New)
Declaration Form
 (To be retained by the Employer for future reference)

Employees' Provident Fund Organization
 THE EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952 (PARAGRAPH-34 & 57)
 &
 THE EMPLOYEES' PENSION SCHEME, 1995 (PARAGRAPH-24)

DECLARATION BY A PERSON TAKING UP EMPLOYMENT IN AN ESTABLISHMENT ON WHICH EMPLOYEES' PROVIDENT FUND SCHEME, 1952 AND/OR EMPLOYEES' PENSION SCHEME, 1995 IS APPLICABLE.
 (PLEASE GO THROUGH THE INSTRUCTIONS)

1) NAME (TITLE) _____
 (PLEASE TICK) Mr. Ms. Mrs.

2) DATE OF BIRTH: D D M M Y Y Y Y

3) FATHER'S/HUSBAND'S NAME: Mr. _____

4) RELATIONSHIP IN RESPECT OF (3) ABOVE: FATHER HUSBAND
 (PLEASE TICK)

5) GENDER: MALE FEMALE TRANSGENDER
 (PLEASE TICK)

6) MOBILE NUMBER (IF ANY): _____

7) EMAIL ID (IF ANY): _____

8) WHETHER EARLIER A MEMBER OF THE EMPLOYEES' PROVIDENT FUND SCHEME, 1952? (PLEASE TICK) YES NO

9) WHETHER EARLIER A MEMBER OF THE EMPLOYEES' PENSION SCHEME, 1995? (PLEASE TICK) YES NO

IF RESPONSE TO ANY OR BOTH OF (8) & (9) ABOVE IS YES, THEN MANDATORILY FILL UP THE PREVIOUS EMPLOYMENT DETAILS AT (10, 11 & 12).

Page 1 of 3

A. PREVIOUS EMPLOYMENT DETAILS

10) THE DETAILS OF THE UNIVERSAL ACCOUNT NUMBER (UAN) OR PREVIOUS PF MEMBER ID:

UAN _____
 OR
 PREVIOUS PF MEMBER ID: REGION CODE OFFICE CODE ESTABLISHMENT ID EXTENSION ACCOUNT NUMBER

11) DATE OF EXIT FOR PREVIOUS MEMBER ID (DD/MM/YYYY): D D M M Y Y Y Y

12) (A) IF SCHEME CERTIFICATE ISSUED FOR PREVIOUS EMPLOYMENT, THEN SCHEME CERTIFICATE NUMBER: _____
 (B) IF PENSION PAYMENT ORDER (PPO) ISSUED FOR PREVIOUS EMPLOYMENT, THEN PPO NUMBER: _____

B. OTHER DETAILS

13) INTERNATIONAL WORKER (PLEASE TICK) YES NO

IF THE REPLY TO (13) ABOVE IS YES, THEN ENTER THE DETAILS IN 13(A), 13(B) & 13(C):

13(A) COUNTRY OF ORIGIN (Please Tick)
 INDIA OTHER THAN INDIA (IF YES, PLEASE MENTION NAME OF THE COUNTRY) _____

13(B) PASSPORT NUMBER _____

13(C) PASSPORT VALID FROM: D D M M Y Y Y Y To: D D M M Y Y Y Y

14) EDUCATIONAL QUALIFICATION (PLEASE TICK): ILLITERATE NON-MATRIC MATRIC SENIOR SECONDARY GRADUATE POST GRADUATE DOCTOR TECHNICAL/PROFESSIONAL

15) MARITAL STATUS (PLEASE TICK): MARRIED UNMARRIED WIDOW/WIDOWER DIVORCEE

16) SPECIALLY ABLED (PLEASE TICK): YES NO. IF YES, TICK THE CATEGORY: LOCOMOTIVE VISUAL HEARING

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17) KYC DETAILS

KYC DOCUMENT TYPE	NAME AS ON KYC DOCUMENT	NUMBER	REMARKS, IF ANY
BANK ACCOUNT-1*			IFSC CODE*
NPR/AADHAAR			
PERMANENT ACCOUNT NUMBER (PAN)			
PASSPORT			EXPIRY DATE
DRIVING LICENCE			EXPIRY DATE
ELECTION CARD			
RATION CARD			
ESIC CARD			

* **Mandatory Field (NOTE: BANK ACCOUNT NUMBER (ALONG WITH IFSC CODE) IS MANDATORY. YOU ARE HOWEVER ADVISED TO PROVIDE ALL KYC DOCUMENTS AVAILABLE WITH YOU IN ADDITION TO MANDATORY KYCS TO AVAIL BETTER SERVICES. SELF-ATTESTED PHOTOCOPIES OF THE DOCUMENTS MUST BE ATTACHED WITH THIS FORM.**

C. UNDERTAKING:

A. I CERTIFY THAT ALL THE INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

B. IN CASE, EARLIER A MEMBER OF EPF SCHEME, 1952 AND/OR EPS, 1995

(I) I HAVE ENSURED THE CORRECTNESS OF MY UAN/ PREVIOUS PF MEMBER ID.

(II) THIS MAY ALSO BE TREATED AS MY REQUEST FOR TRANSFER OF FUNDS AND SERVICE DETAILS IF APPLICABLE FROM THE PREVIOUS ACCOUNT AS DECLARED ABOVE TO THE PRESENT P.F. ACCOUNT. (THE TRANSFER WOULD BE POSSIBLE ONLY IF THE IDENTIFIED KYC DETAILS APPROVED BY PREVIOUS EMPLOYER HAS BEEN VERIFIED BY PRESENT EMPLOYER USING HIS DIGITAL SIGNATURE CERTIFICATE).

(III) I AM AWARE THAT I CAN SUBMIT MY NOMINATION FORM THROUGH UAN BASED MEMBER PORTAL.

DATE: _____
PLACE: _____

SIGNATURE OF MEMBER

DECLARATION BY PRESENT EMPLOYER

A. THE MEMBER Mr./Ms./Mrs. HAS JOINED ON AND HAS BEEN ALLOTTED PF MEMBER ID

B. IN CASE THE PERSON WAS EARLIER NOT A MEMBER OF EPF SCHEME, 1952 AND EPS, 1995:

- (POST ALLOTMENT OF UAN) THE UAN ALLOTTED FOR THE MEMBER IS
- **PLEASE TICK THE APPROPRIATE OPTION:**
 - THE KYC DETAILS OF THE ABOVE MEMBER IN THE UAN DATABASE
 - HAVE NOT BEEN UPLOADED
 - HAVE BEEN UPLOADED BUT NOT APPROVED
 - HAVE BEEN UPLOADED AND APPROVED WITH DSC

C. IN CASE THE PERSON WAS EARLIER A MEMBER OF EPF SCHEME, 1952 AND EPS, 1995:

- THE ABOVE MEMBER ID OF THE MEMBER AS MENTIONED IN (A) ABOVE HAS BEEN TAGGED WITH HIS/HER UAN/PREVIOUS MEMBER ID AS DECLARED BY MEMBER.
- **PLEASE TICK THE APPROPRIATE OPTION:-**
 - THE KYC DETAILS OF THE ABOVE MEMBER IN THE UAN DATABASE HAVE BEEN APPROVED WITH DIGITAL SIGNATURE CERTIFICATE AND TRANSFER REQUEST HAS BEEN GENERATED ON PORTAL.
 - AS THE DSC OF ESTABLISHMENT ARE NOT REGISTERED WITH EPFO, THE MEMBER HAS BEEN INFORMED TO FILE PHYSICAL CLAIM (FORM-13) FOR TRANSFER OF FUNDS FROM HIS PREVIOUS ESTABLISHMENT.

DATE: _____ SIGNATURE OF EMPLOYER WITH SEAL OF ESTABLISHMENT

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- I was shown how to add in the "Three Ma ID" for each employee on the Mercedes software that's used for everything regarding employees. The software that Mercedes uses is called PIR (People In Retail)

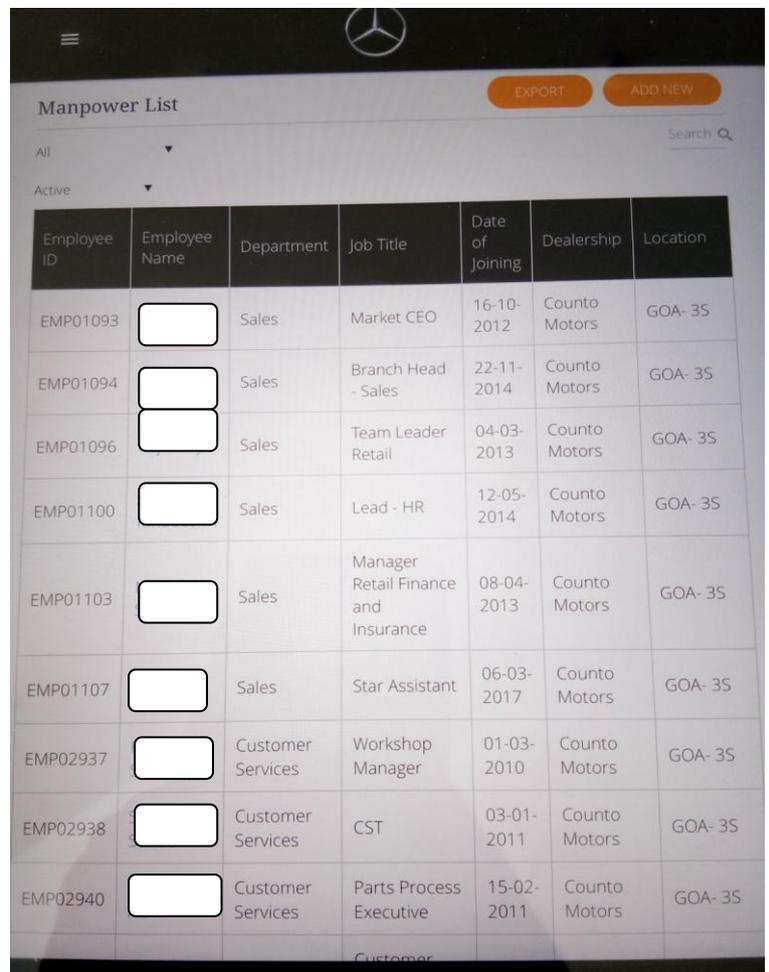
(Three ma ID is the training Id that is given to each employee)

- I was shown how to update the reporting managers of the previously existing as well as the new employee's on the Greythr app/software. This is the software that is used by Alcon for the same purpose for which Mercedes uses the PIR software.

- I was made to create a new PIR for a newly joined employee by referring to her file.

Mercedes PIR software

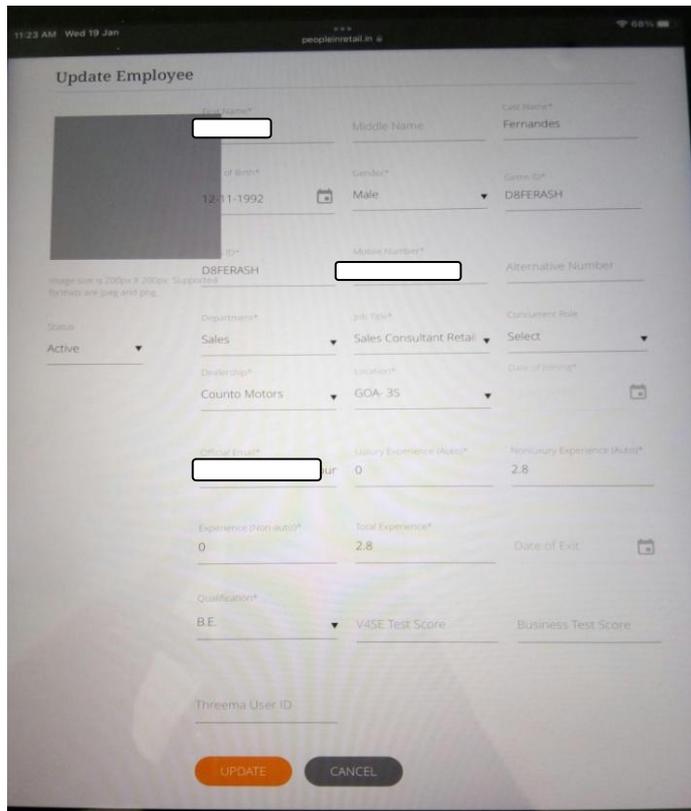
(Manpower list) :



The screenshot shows the 'Manpower List' interface in the Mercedes PIR software. At the top, there are 'EXPORT' and 'ADD NEW' buttons, and a search bar. Below the search bar, there are dropdown menus for 'All' and 'Active'. The main content is a table with the following columns: Employee ID, Employee Name, Department, Job Title, Date of Joining, Dealership, and Location. The table contains 10 rows of employee data.

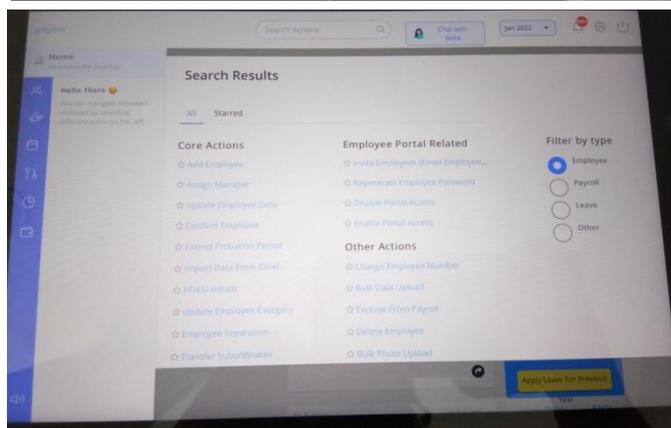
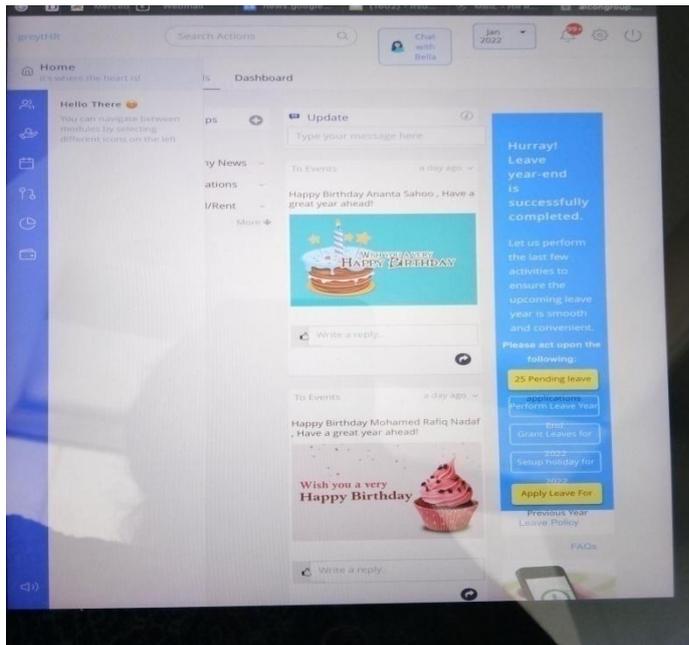
Employee ID	Employee Name	Department	Job Title	Date of Joining	Dealership	Location
EMP01093	[Redacted]	Sales	Market CEO	16-10-2012	Counto Motors	GOA- 35
EMP01094	[Redacted]	Sales	Branch Head - Sales	22-11-2014	Counto Motors	GOA- 35
EMP01096	[Redacted]	Sales	Team Leader Retail	04-03-2013	Counto Motors	GOA- 35
EMP01100	[Redacted]	Sales	Lead - HR	12-05-2014	Counto Motors	GOA- 35
EMP01103	[Redacted]	Sales	Manager Retail Finance and Insurance	08-04-2013	Counto Motors	GOA- 35
EMP01107	[Redacted]	Sales	Star Assistant	06-03-2017	Counto Motors	GOA- 35
EMP02937	[Redacted]	Customer Services	Workshop Manager	01-03-2010	Counto Motors	GOA- 35
EMP02938	[Redacted]	Customer Services	CST	03-01-2011	Counto Motors	GOA- 35
EMP02940	[Redacted]	Customer Services	Parts Process Executive	15-02-2011	Counto Motors	GOA- 35
			Customer			

This is what an employee PIR looks like :



The screenshot shows the 'Update Employee' form in the Mercedes PIR software. The form is divided into several sections for data entry. At the top, there are fields for 'First Name' (redacted), 'Middle Name', and 'Last Name' (Fernandes). Below this, there are fields for 'Date of Birth' (12-11-1992), 'Gender' (Male), and 'Caste' (DSFERASH). The 'ID' field contains 'DSFERASH'. There are also fields for 'Mobile Number' (redacted) and 'Alternative Number'. The 'Status' is set to 'Active'. The 'Department' is 'Sales', 'Job Title' is 'Sales Consultant Retail', and 'Consumer Role' is 'Select'. The 'Dealership' is 'Counto Motors' and 'Location' is 'GOA- 35'. The 'Date of Joining' is '16-10-2012'. There are also fields for 'Official Exp' (redacted), 'Luxury Experience (Auto)' (0), and 'Non-luxury Experience (Auto)' (2.8). At the bottom, there are fields for 'Experience (Non-auto)' (0), 'Total Experience' (2.8), 'Date of Exit', 'Qualification' (BE), 'V4SE Test Score', and 'Business Test Score'. A 'Threema User ID' field is also present. At the bottom of the form, there are 'UPDATE' and 'CANCEL' buttons.

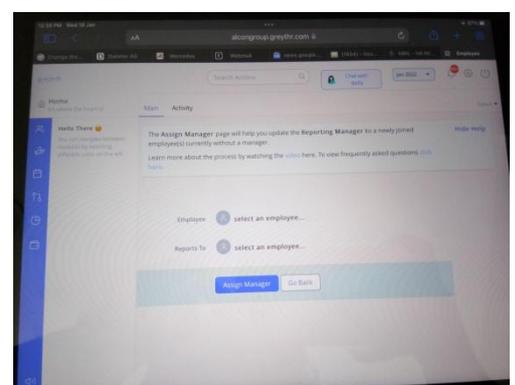
This is how the Greythr homepage looks like from the Employer login :



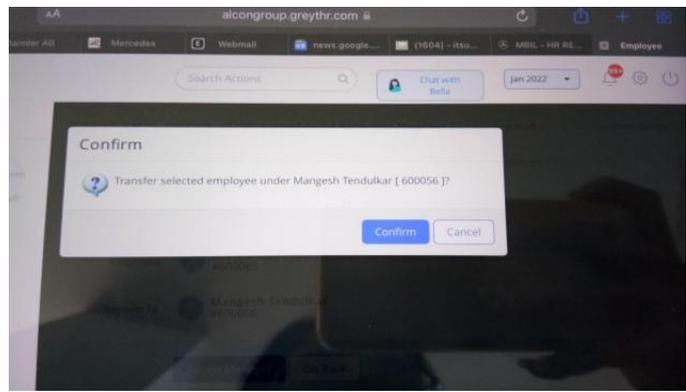
Following are the steps for assigning a **Reporting Manager** to employees on the Greythr app/software:

Step1: Select the name of the employee under “employee & select the name of the manager or the supervisor to whom that employee will be reporting under “reports”

Step 2 : Click on “Assign Manager”

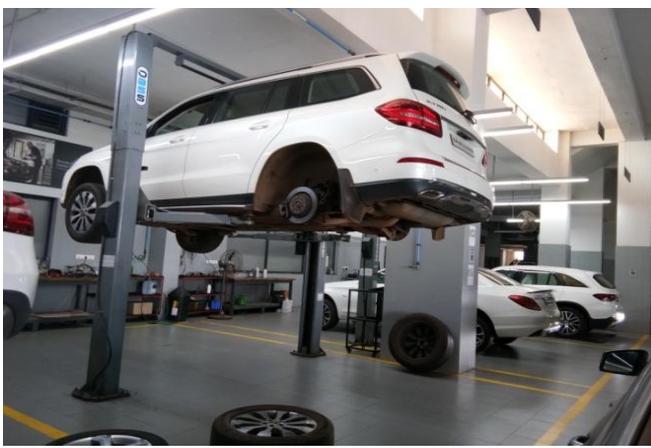


Step 3: Click on “confirm”

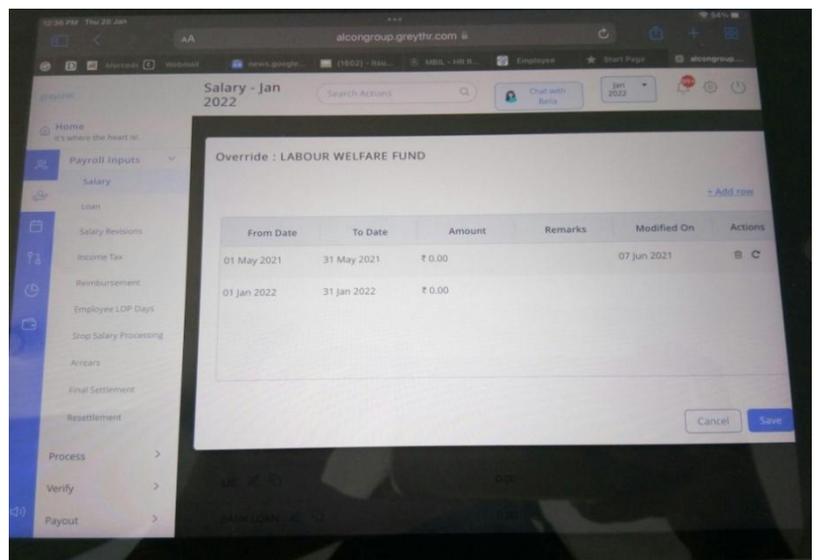
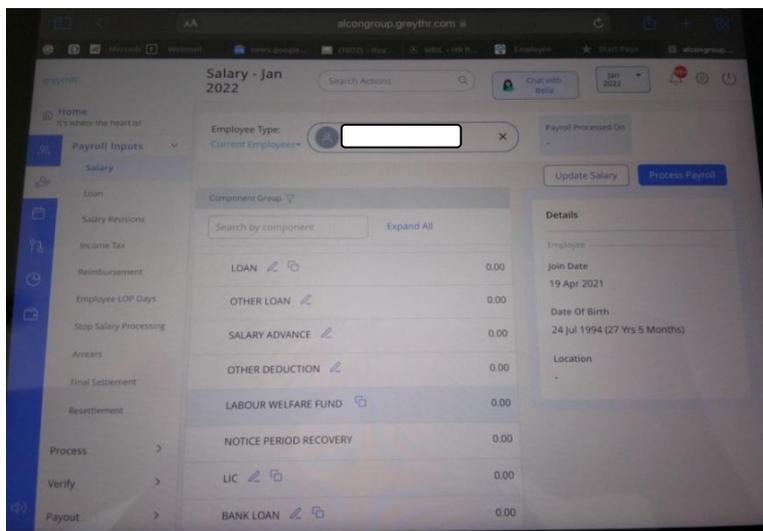


Images of the Mercedes After Sales Department (Service Centre)



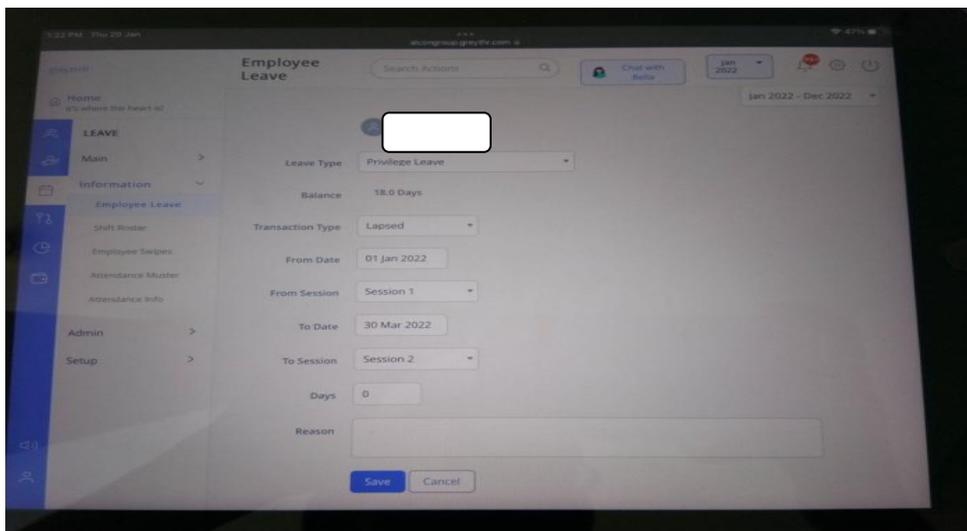


- I filled in the bill details into the bill register.
- Extracting WLF(Labour Welfare Fund) from white collared employees & adding Rs10 ie. deducting Rs 10 from their (blue collared employees) gross salary
- I was given the task of updating the (PL) privilege leaves of the employees' (posting leave transactions)
- I was also given the task to check the internship register to check the absentees' of 2 interns who had previously interned at Mercedes for something in relation to their stipend



You have to fill in these details (the ones shown in the image below) while updating each employees' PL .. You have to select the "leave type - privilege", the "transaction type - lapsed", "From Date - 1 day of the year" "To date - was given to me by ma'am" & under "Days" you have to add in the number of PL's that the employee has left.

The details that are required to be filled are : Leave type, Transaction type, From & To date, From session (session 1 to session 1 means applying for half day in the first half of the day, session 1 to session 2 means applying leave for the entire day), No. Of days & Reason.



- I was shown how to file the Labour Welfare Returns (fund contribution).. LWF(Labour Welfare Funds)
- I made changes to the letter that is drafted for the Labour Welfare Returns. Had to add the total number of employees from July 2020 - Dec 2020. Labour Returns are filled half annually, from Jan - June & then from July - December. The returns are supposed to be filled latest by the 15 of the preceding month. Eg filing of returns of July 2021 - Dec 2021 has to be filed latest by the 15 of Jan 2022..

- I added the months, made changes to the amounts, the dates. For LWF Rs 10 is the employee contribution & Rs 30 is the employers contribution & this is only given to the employees who have their 'hands on' the product. In Mercedes, these employees would be the technicians ,since they are the ones who actually work on the cars
- I got an appointment letter ready for a new joinee. Had to edit details like her name, DOJ(Date Of Joining), department, salary (this information was given to me by the HR manager , title(ms,mrs,mr).
- Added leave balance for an employee on Greythr
- Changed an employees' previous designation(LEAD{HOD} After Sales) to the designation to which he has been promoted (CEO)
- Created a profile for a newly joined employee on PIR, GEMS(training software that's used by Mercedez Benz) & Greythr

The following form "A" is filled for filing the Labour welfare returns :

FORM 'A'
(Rule 4)

STATEMENT OF EMPLOYER'S AND EMPLOYEES' CONTRIBUTION
AS ON December 2021

1. Name of the Establishment : Alcon Constructions (Goa) Pvt Ltd

2. Name of the Employer : Mr. Aakash Khaunte

3. Class of the Establishment (i.e. whether A factory or Motor Omni, bus service, Motor Transport undertaking, a shop, Commercial establishment, residential Hotel, restaurant eating home, theatre Or other place of public amusement or Entertainment) : Automobile Showroom

4. Address of the Establishment : Alcon House, Chaltta No. 72,P.T Sheet No 19 NH-4A, Ribandar ,Goa 403006

5. Total number of employees whose names stand on the establishment register as on 31st December 2021 :

6. (A) Employees' Contribution @ Rs Per employee (July '21 - Dec '21) :

(B) Employer's Contribution @ Rs Per employee (July 21 - Dec' 21) :

7. Total of Sub-entries (A) + (B) above of entry :

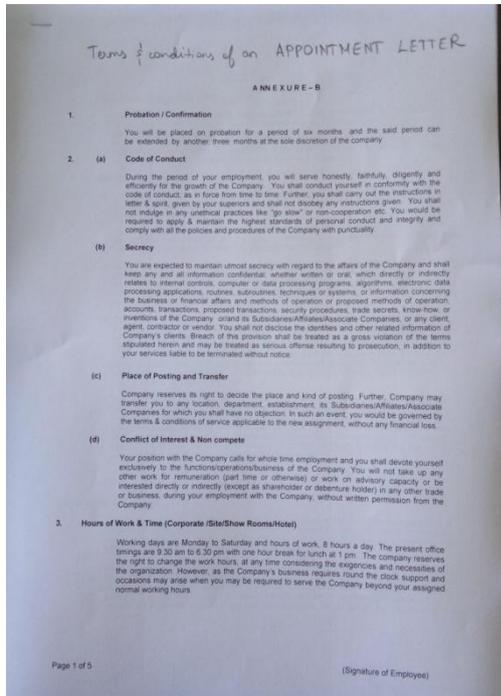
8. Whether the contribution has already been paid to the Secretary, if so whether by demand draft, cheque, money order or cash details thereof. : Cheque No. 331388 dated: 15/01/2022 on "The secretary Labour Welfare Fund Board"



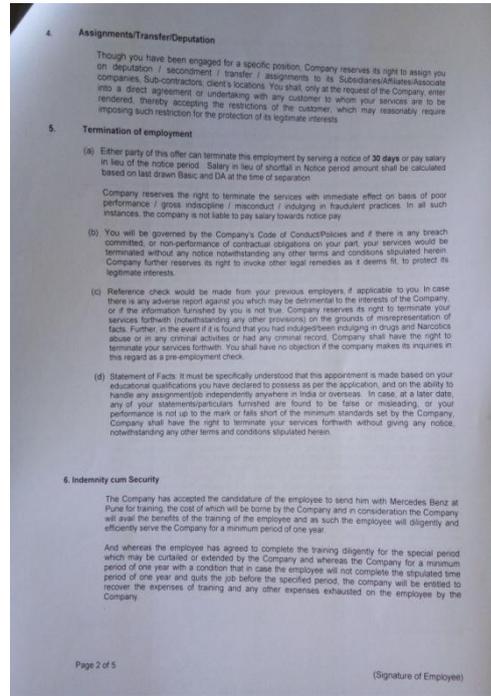
Month/ Year	No. of Employees	Employees Contribution	Employer's Contribution
July 2021	21	210	630
August 2021	21	210	630
September 2021	22	220	660
October 2021	22	220	660
November 2021	22	220	660
December 2021	22	220	660
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Total contribution payable		<input type="text"/>



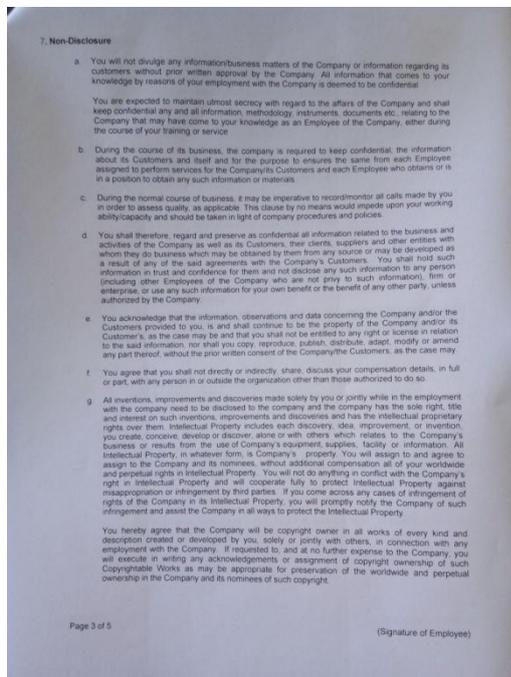
The following pictures are of the ANNEXURES or the Terms & Conditions that are included in the appointment letter.:



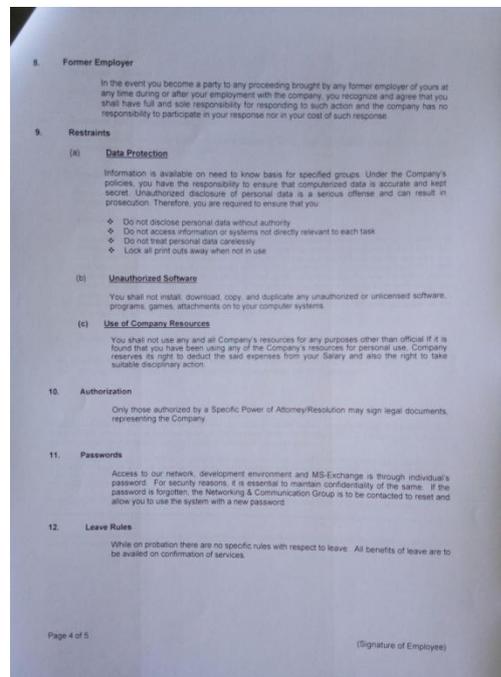
Pg 1



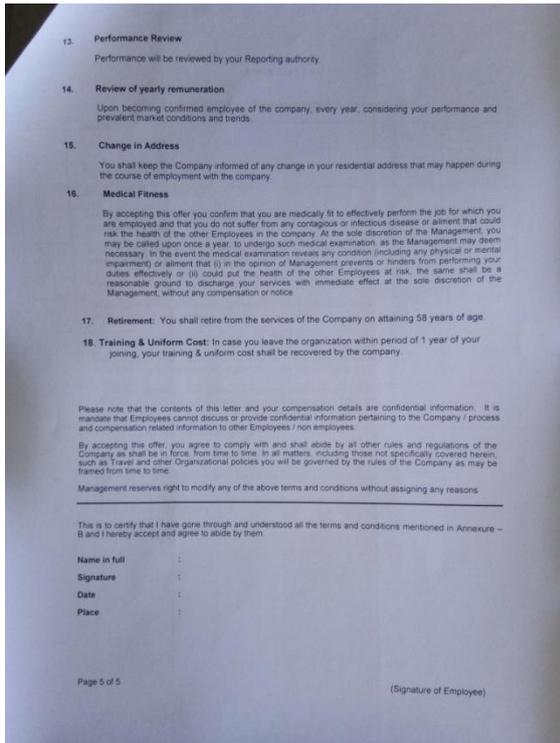
Pg 2



Pg 3



Pg 4

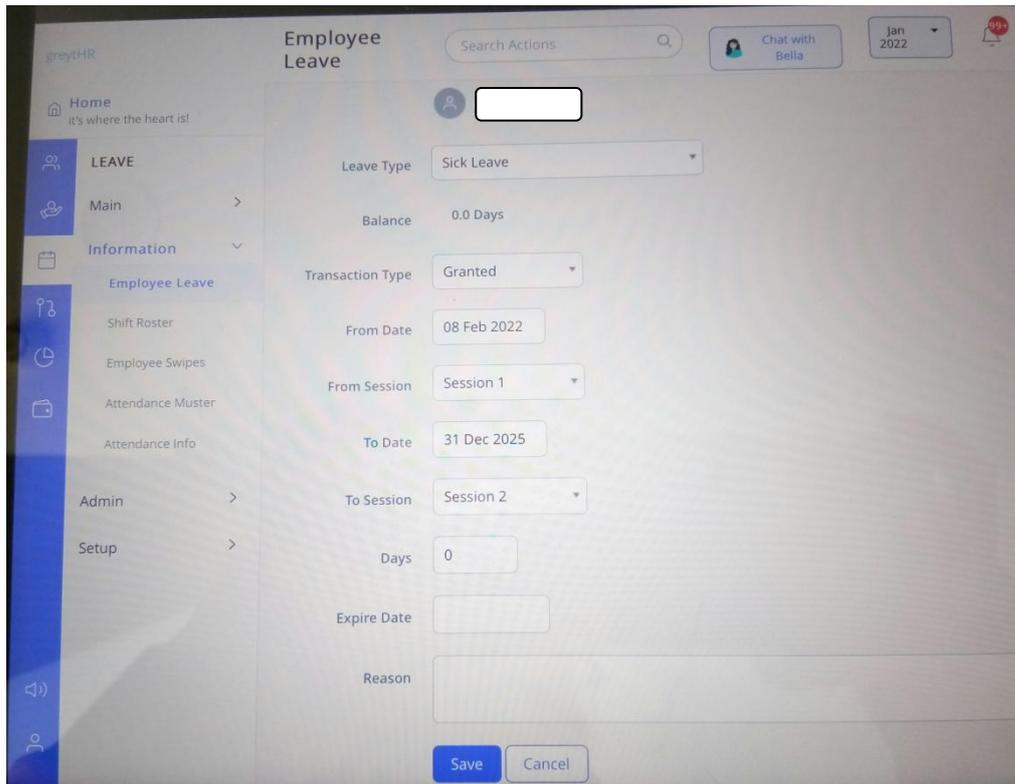


Pg 5

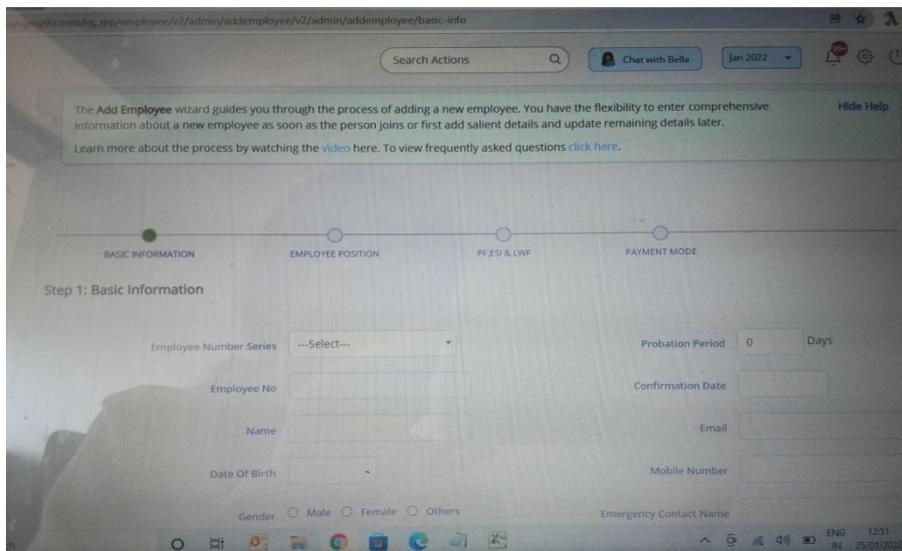
The company's leave policy :

 LEAVE POLICY READY RECKONER					
Particulars	Sick leave	Casual Leave	Privilege Leave	Maternity leave	Compensatory off
Eligibility	All employees on regular rolls except trainees	All employees on regular rolls except trainees	All employees on regular rolls except trainees. Can avail only after confirmation	Female employees who are pregnant/adopting mothers/commissioning mothers, who have completed minimum 80 days of service, and are not covered under ESIC	Employee who is below the level of Assistant Manager
Entitlement	9 days per calendar year	6 days per calendar year	18 days per calendar year	26 weeks during first 2 pregnancies, 12 weeks for further pregnancies. 12 weeks in case of commissioning mothers/mothers adopting a child < 3 months of age	If employee works on a weekly off day or notified holiday or his weekly off coincides with notified holiday. Worked >3 hrs - 0.5 days Coff; Worked for >6 hrs - 1 day COFF
Accumulation limit as on 01 Jan	27	0	90	NA	For working on weekly off - 3 days. For others 90 days
Action beyond accumulation limit	Lapses	Lapses	Encashed in January salary	NA	Lapses
Encashable	No	No	Yes	No	No
Minimum avaiement in days per occasion	0.5	0.5	3	Commencement not before 8 weeks of proposed due date, in case the maximum is 26 weeks, 6 weeks in case where maximum is 12 weeks	0.5
Maximum avaiement in days per occasion	As per sickness. If >3, medical certificate required	3	As per requirement	26 weeks/12 weeks as applicable	As per requirement
Prefix & Suffix	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Intervening holidays/off	included	included	excluded	included	included
Can be attached with	CL or PL but not both	SL & COFF only	SL & Coff only	NA	PL & CL only
Other conditions	Only 2 occasions for maximum 2 days each can be availed during notice period		1. Minimum 6 days PL should be availed every year. Only 12 days can be carried forward. 2. PL is not allowed during notice period		

This is how the employees' apply their leave :

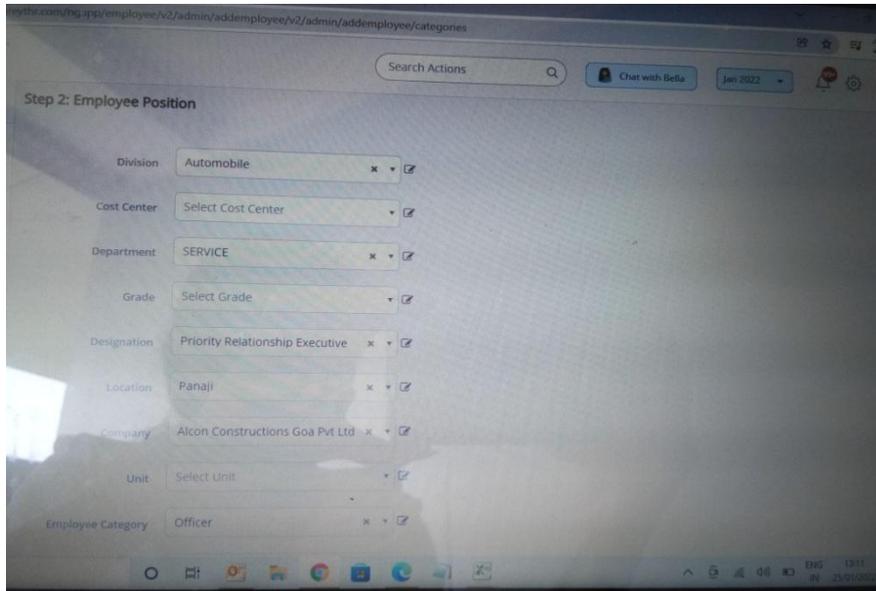


- I added a new employee on Greythr app. (created a new profile for a new joinee) {This app is also a payroll app, hence an account has to be created there even for the Mercedes staff.}
- The following are the steps to add a new employee on Greythr :



Step 1: Basic Information

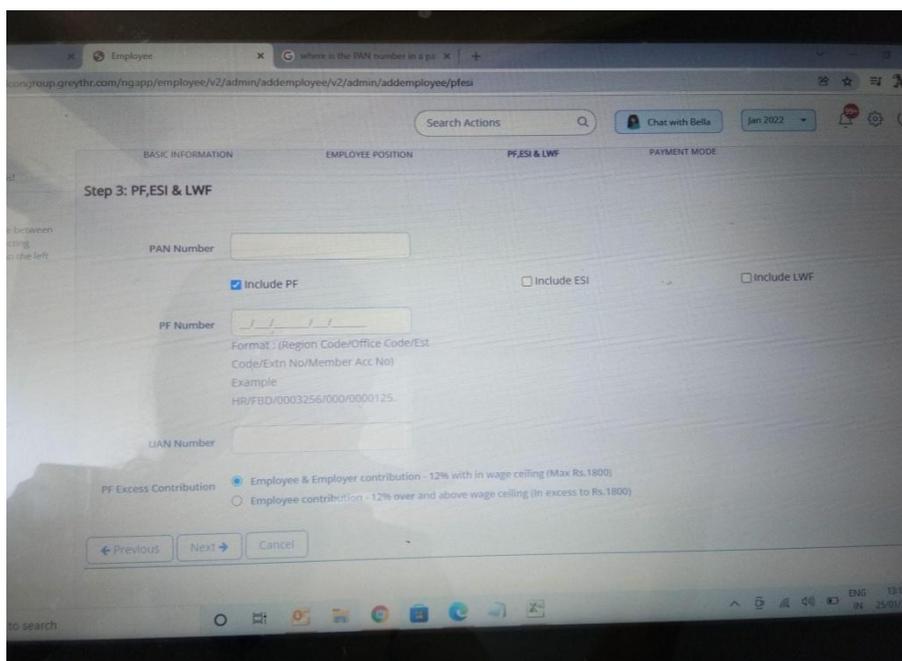
Filling in the Employee name, employee number, DOB, Probation period(6 months), Confirmation date, Email id etc.



The screenshot shows a web form titled "Step 2: Employee Position". The form contains several dropdown menus and checkboxes for selecting employee details. The fields are: Division (Automobile), Cost Center (Select Cost Center), Department (SERVICE), Grade (Select Grade), Designation (Priority Relationship Executive), Location (Panaji), Company (Alcon Constructions Goa Pvt Ltd), Unit (Select Unit), and Employee Category (Officer). Each field has a small 'x' icon and a checkmark icon to its right. The browser's address bar shows the URL: "http://mngapp.greylth.com/employee/v2/admin/addemployee/v2/admin/addemployee/categories".

Step 2 : Employee Position

Filling in Division(automobile), Department, Location (of the place of work), Company name, Designation etc.



The screenshot shows a web form titled "Step 3: PF,ESI & LWF". The form is divided into four tabs: BASIC INFORMATION, EMPLOYEE POSITION, PF,ESI & LWF, and PAYMENT MODE. The current tab is "PF,ESI & LWF". The form contains: PAN Number (text input), PF Number (text input with format: (Region Code/Office Code/ESI Code/Extn No/Member Acc No) and example: HR/FBD/0003256/000/0000125), UAN Number (text input), and PF Excess Contribution (radio buttons for "Employee & Employer contribution - 12% with in wage ceiling (Max Rs.1800)" and "Employee contribution - 12% over and above wage ceiling (In excess to Rs.1800)"). There are also checkboxes for "Include PF", "Include ESI", and "Include LWF". At the bottom, there are "Previous", "Next", and "Cancel" buttons. The browser's address bar shows the URL: "http://mngapp.greylth.com/employee/v2/admin/addemployee/v2/admin/addemployee/pfesi".

Step 3 : PF, ESI & LWF

Fill details like PAN number, PF Number etc

The screenshot shows a web form titled "Step 4: Payment Mode". At the top, there is a progress bar with four steps: "BASIC INFORMATION", "EMPLOYEE POSITION", "PF, ESI & LWF", and "PAYMENT MODE". The "PF, ESI & LWF" step is currently active. The form contains the following fields:

- Payment Type**: A dropdown menu with "--Select--" selected.
- Bank Name**: A dropdown menu with "--Select--" selected. A red error message "Please select valid bank name!" is displayed to the right.
- Bank Branch**: A dropdown menu.
- Account Number**: A text input field.

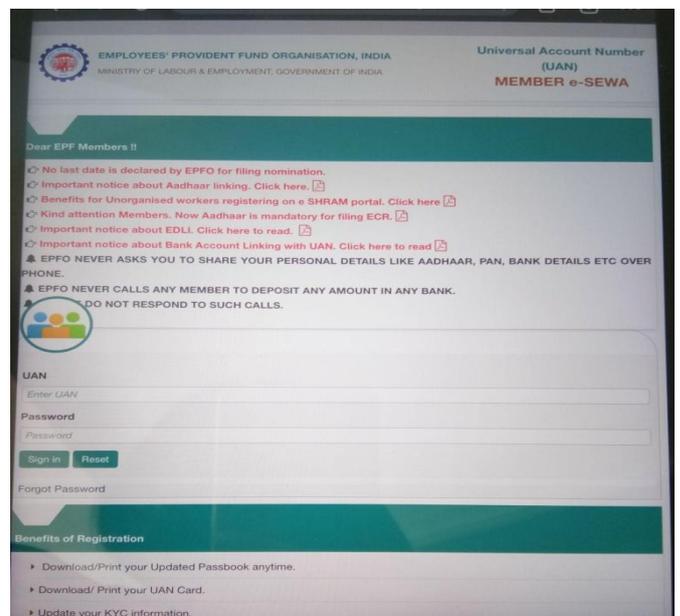
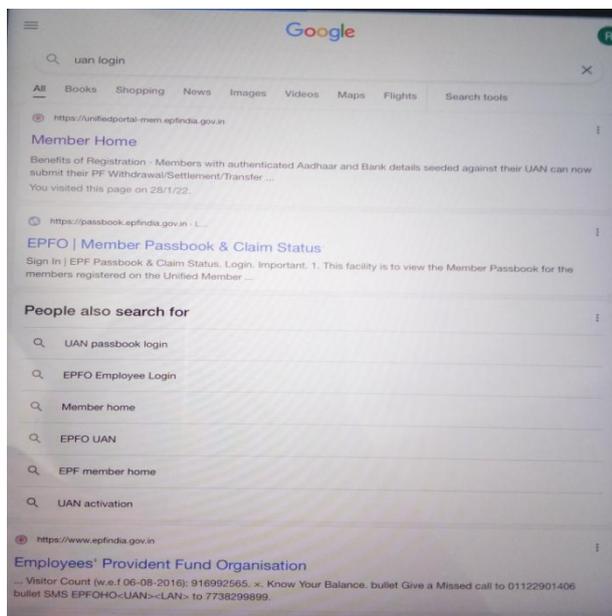
At the bottom of the form, there are four buttons: "Previous" (with a left arrow), "Next" (with a right arrow), "Finish" (with a checkmark), and "Cancel".

Step 4 : Payment Mode

Filling in Payment type (Bank transfer), Bank name, Bank Branch, Account Number etc.

- I was shown how to withdraw Provident Fund (PF) of the employee & then I was made to do so (This is supposed to be done by the employees only, but that employee wasn't well versed with how to go about with it, so I was made to do it for that employee)

The site that is used to **withdraw PF** :



- I had to enter the invoice details into the register
- I had to get the CEO's sign on those invoices

Example of "On Duty Slips"

Counto Motors - Div of Counto Metals and Mining Co. Ltd
 Alcon House, Chalta No. 72, P.T. Sheet No. 19, NH-4A, Ribandar- Goa 403006
 Phone : 9112222224, 9112222225, 9112222226, 9112222227

ON DUTY SLIP

Name: [Redacted] Date: 21-01-2020

Department: Sales Designation: PTD Coordinator

LATE SWIPE ON FIELD DUTY
 DID NOT SWIPE OTHER

Time In : Time Out: 6:30 PM

Reason: Gone to Margosa PTD for change of color of customers of customer shortly V&Z

Employee Sign: [Signature] H.O.D Sign: [Signature] HR Dept Sign: _____

Counto Motors - Div of Counto Metals and Mining Co. Ltd
 Alcon House, Chalta No. 72, P.T. Sheet No. 19, NH-4A, Ribandar- Goa 403006
 Phone : 9112222224, 9112222225, 9112222226, 9112222227

ON DUTY SLIP

Name: [Redacted] Date: 4/02/19

Department: Service Designation: PDE

LATE SWIPE ON FIELD DUTY
 DID NOT SWIPE OTHER

Time In : 11:28 am Time Out: _____

Reason: Car pickup from Colva Road. GA0326075

Employee Sign: [Signature] H.O.D Sign: [Signature] HR Dept Sign: _____

I was shown how to process the payroll i.e.

- Go to 'payroll'
- Click on 'process payroll' & wait for it to get processed
- She asked me to make a note of the absentees of Jan 2022
- I added a deduction list to Greythr for the employees
- I created a new profile on GEMS(training software used by Mercedes) it called DAIMLER, for a new joinee
- I was shown how to add TDS (Tax Deduction) to the employees' gross salaries

All this is a part of the payroll process

I was shown how to process salaries:

First process the payroll, once that is completed, move to the next step i.e. Checking the attendance

Second have to check the attendance, who was absent on which day of the month, whether it is a leave without pay or whether they've applied for a leave etc.

Third you have to check whether there's any tax that has to be deducted from the employees & from which employees & how much.. (this information is given to the HR department by the Accounts department)

Fourth you have to check the OT (over time) register.. This is usually only for the drivers..

LOP has to be done if there are any absenteeism during that month

Once all this is done, go ahead & process the payroll.

This is what the Compensatory Off register looks like :

FORM XXVII (Prescribe under sub - rule (6) of rule 31)
REGISTER OF COMPENSATORY HOLIDAYS

Name: [Redacted] Employee code: [Redacted]
Designation: Painter Department: Service Bodyshop

Sr. No	Date Of Application	Holiday On Which Worked And Date	Date Of Compensatory Holiday Given	Employee Sign	H.O.D Sign	HR Dept Sign	Remark
		25/11/2020	8:30pm				worked on Let
19/02/21	13/12/2020	one	19/02/2021	[Signature]			worked on Sunday
21/05/21	19/12/2020	one	25/05/2021	[Signature]			worked on Sunday
23/06/21	20/12/2020	one	07/06/21	[Signature]			worked on Sunday
18/09/21	25/12/2020	one	20/09/2021	[Signature]			worked on Holiday
30/06/21	27/12/2020	one	21/09/2021	[Signature]			worked on Sunday
	09/02/2021		8:30				worked on Let - PDI
	10/02/2021		8:30				worked on Let PDI
	16/02/2021		8:30				worked on Let PDI
02/08/21	23/02/2021	one	16/08/2021	[Signature]			worked on Let PDI
	11/02/2021		one 23/09/2021				worked on full night
18/07/21	11/02/2021	one	23/09/2021	[Signature]			worked on full night
	25/01/2021		one 21/09/2021				worked on Sunday
	25/01/2021		one 25/09/2021				worked on Sunday
21/12/21	17/10/2021	one	14/12/2021	[Signature]			worked on Sunday
01/02/22	24/10/2021	one	31/01/2022	[Signature]			worked on Sunday
	21/10/2021		9:30				worked on Let

- I was shown & made to calculate the leaves to be encashed (only paid leaves can be encashed)

- Leave encashment calculation :- Basic salary divided by 30 multiplied by the no. of leaves left.
- I was shown & asked to calculate the OT(Over Time) amount for drivers

Formula :

Basic /(divided) 30 – this gives you per day OT(x)

Per day OT(x) / 8 – this gives you per hour basic (y)

Per hour basic*(multiplied by)2*total OT hours done by each driver (got this info from the OT register) = **Total OT amount**

- I also added the basic salary & HRA amount(which was given to me by the HR manager) to the new employees' profile that I created & I also added leaves to this profile.

Employee Assessment Requisition Format:

Sr. No.	Participant Name	Designation Applied For	Current Employer / Exp. In	Auto Experience in yrs	Non Auto Experience in yrs	Total Experience in yrs
1		Sales consultant		1.6 yrs	4 yrs	5.6 yrs
2						
3						
4						
5						
6						
7						
8						
9						
10						

Note: Ask the candidates to carry a copy of their CV

Date: 23/10/2014
Place: Ponverim - Goa

Signature: *Anisha Mhadkekar*
Name: Anisha Mhadkekar
Designation: SE Executive HR & Admin

Employee Assessment Summary Report:

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ASSESSMENT SUMMARY REPORT

Name of the Candidate: Mr. Rajiv Roy
 Dealership Name: Goa- Alcon Motors
 Position Applied For: Sales Consultant
 Date of Assessment: 27- February- 2013
 Name of Assessors: 1) Anikta Talwar
 2) Shreya Shetti

Each candidate needs to go through the assessment center process before the final interview that would consist of 2 steps-
 a) Psychometric test :16PF
 b) Competency Based Interview

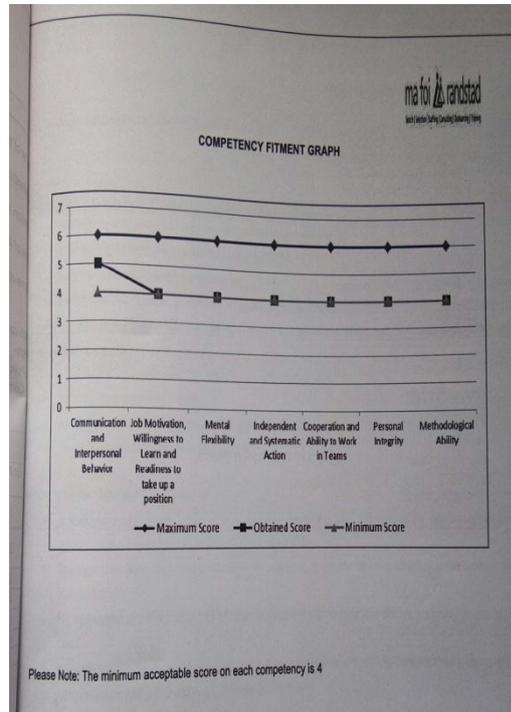
COMPETENCY WISE FITMENT				
Sr.No	COMPETENCY	Final Score (Range 1-6)*	Expected Score	Maximum Score
1	Communication and Interpersonal Behavior	5	4	6
2	Job Motivation, Willingness to Learn and Readiness to take up a position	4	4	6
3	Mental Flexibility	4	4	6
4	Independent and Systematic Action	4	4	6
5	Cooperation and Ability to Work in Teams	4	4	6
6	Personal Integrity	4	4	6
7	Methodological Ability	4	4	6

Score (Psychometric Test : 40% weightage and CBI Scores: 60% weightage): 68.86%
 Minimum Passing Score-60%

*Scoring Key

1 2 3 4 5 6
 -Not Well Developed -Below Average -Slightly Below Average -Slightly Above Average -Above Average -Very Well Developed

Pg 1



Pg 2

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ASSESSMENT SUMMARY OF Mr. Rajiv Roy

Strengths

- He comes across as a person who might communicate effectively.
- He might be able to use his networks and contacts to get work done.
- He is likely to be rational and logical in his approach to work.
- He tends to be passionate about automobile industry.
- He might be able to assert himself and put across his viewpoints strongly.
- He might give importance to establishing trust with customers and having long term work relationships with them.
- He is likely to be creative and idea oriented while approaching work.
- He might work effectively in team.
- He might be planned and organized while approaching work.
- He might be able to do effective need analysis.

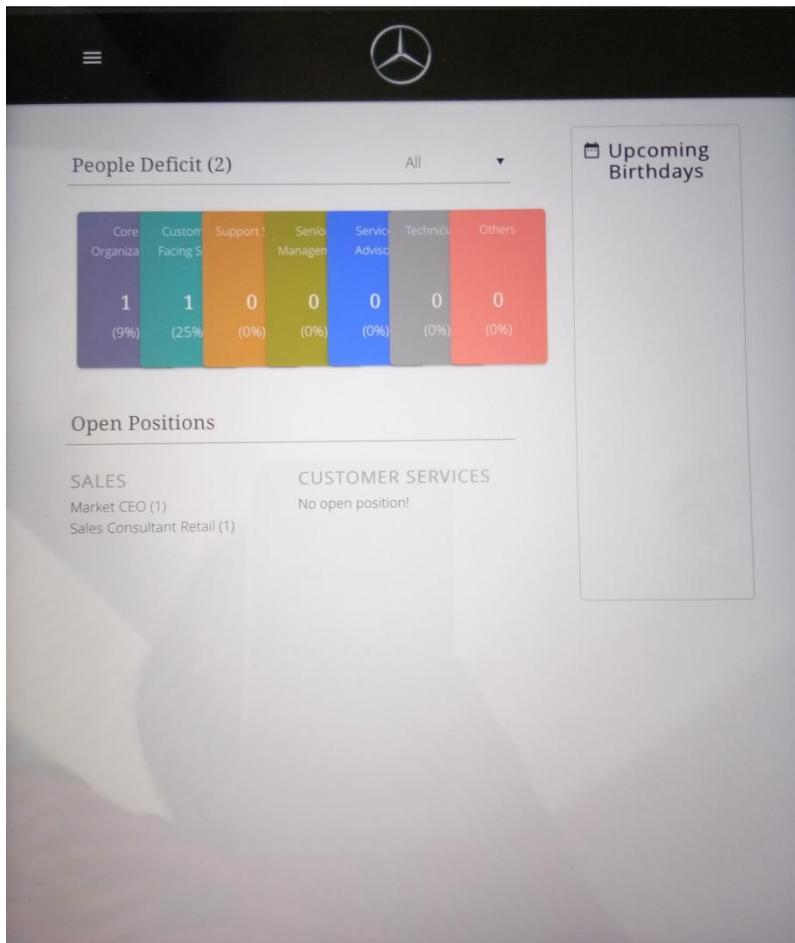
Areas of Focus: Development Needs

- It would have been better if the candidate were to analyze the pros and cons of the situation rather than directly taking a plunge into any kind of adventurous situation.
- The candidate might need to relax at times, his vigilance, in addition to being attentive to the motives and intentions of others.
- He might need to display more self-sufficiency and autonomy rather than always preferring to working in teams
- He might need to be more oriented to planning ahead, persevere, and working conscientiously, he needs to be more flexible and adjustable to unstructured environment.
- He needs to be driven and goal oriented.

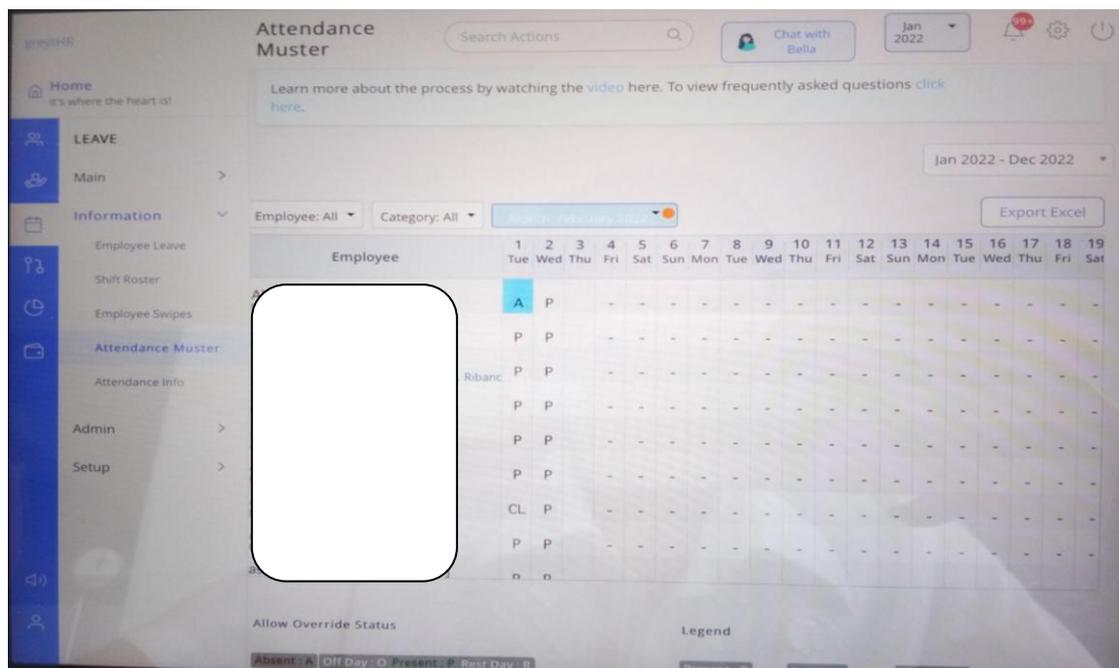
Recommendation:
 In our view, the candidate is recommended for the role of Sales Consultant.

Pg 3

This is what the PIR (People In Retail) software homepage looks like:



This is what the Attendance Muster on Greythr looks like:



This is what creating a new profile for an employee on GEMS (PIR) looks like:

The screenshot shows the 'Create User' form in the DAIMLER system. The form is titled 'Please enter the master data of the user being created.' and includes the following fields and options:

- User home organization ***: A dropdown menu with the selected value 'Alcon constructions (Goa) Private Limited Counto Motors, MBAG, Alcon house, Chalta number 72, PT Sheet n'.
- First name ***: A text input field.
- Last name ***: A text input field.
- Email address ***: A text input field. A note to the right states: 'Please note that the email address entered is not validated. Please make sure that it is a unique address and that the verifying the email address is a mandatory step!'.
- Phone ***: A text input field.
- Group affiliation**: A dropdown menu with the selected value 'MBAG'.
- Local first name**: A text input field.
- Local surname**: A text input field.
- Contractor**: A checkbox that is currently unchecked.
- Create user**: A blue button at the bottom of the form.

To create an employee profile on PIR, go to 'Employee', 'main', 'employee directory'- there select 'add employee' & fill in the employees' details by referring to his file.

-Added the Basic Salary & HRA amount for an employee on Greythr. (The amount was told to me by the manager)

-I prepared appointment letters for new joiners'

-Changed the designation of an employee from his previous designation, to his current one.

PIR profile (not entirely complete) :

Successfully created. Please hand the user-id and pa [redacted]

User ID: DBAMONKJ Initial password: faYE3pYA7R

Master data

[redacted]

Community: Dealer
Group affiliation: MBAG

Phone: [redacted]
Email: [redacted]

User Status

Overall Status: ✖

Blocked by Admin: Block

Blocked by Security:

Period of validity: User is valid from [calendar] to [calendar] Save changes

Home Organization:

Last login: unknown Reset

Email status: ✖ not verified Reset

Group affiliation:

Login Status

User has an undefined state.

Image of the Attendance Register :

Company: Mercedes - Benz Printed On: Jul 0

Days	1 St	2 S	3 M	4 T	5 W	6 Th	7 F	8 Sa	9 S	10 M	11 T	12 W	13 Th	14 F	15 Sa	16 S	17 M	18 T	19 W	20 Th	21 F	22 Sa	23 S	24 M	25 T	26 W	27 Th	28 F	29 Sa
Department: After-Sales																													
Emp. Code : 60077 Emp. Name : [redacted] IL																													
Status	IP	WVO	IP	WVO	IP	IP	IP	IP	WVO	IP	IP	IP	IP	IP	WVO	IP													
InTime	09:35	09:38	09:45	09:52	09:58	09:28	09:17	09:33	09:34	09:44	09:43	09:45	09:49	09:32	09:11	09:38	09:29	09:31	09:37	09:30	09:31	09:25	09:02	09:52	09:35	09:36	09:40	09:41	09:25
OutTime	18:43	18:45	18:34	18:50	18:47	18:58	18:40	18:42	18:31	18:31	18:31	18:32	18:31	18:48	18:39	18:45	18:46	18:46	18:51	18:38	18:35	18:36	18:19	18:39	18:30	18:38	18:38	18:39	18:39
Total	9:08	9:00	9:06	9:38	9:38	9:05	9:10	9:23	9:00	9:00	9:07	9:57	9:48	9:07	9:00	9:00	9:42	9:16	9:28	9:07	9:17	9:15	9:00	9:14	9:08	9:04	9:11	10:13	16:47
Emp. Code : 600001 Emp. Name : [redacted] ILO																													
Status	IP	WVO	IP	WVO	IP	IP	IP	IP	WVO	IP	IP	IP	IP	IP	WVO	IP													
InTime	09:25	09:27	09:27	09:36	09:21	09:27	09:30	09:24	09:28	09:32	09:23	09:29	09:29	09:29	09:29	09:26	09:36	09:31	09:35	09:36	09:36	09:37	09:26	09:33	09:41	09:25	09:25	09:25	
OutTime	18:42	18:33	18:40	18:34	18:34	18:36	18:33	18:39	19:42	18:43	19:06	18:46	18:45	18:58	18:43	18:40	18:33	18:33	18:41	18:46	18:49	18:35	18:59	18:38	18:30	18:38	18:38	18:38	18:38
Total	9:17	9:00	9:06	9:13	9:58	9:13	9:05	9:03	9:00	9:15	10:17	9:11	9:43	9:17	9:16	9:00	9:29	9:17	9:05	9:02	9:56	9:00	9:00	9:05	9:05	9:23	9:02	9:16	9:13
Emp. Code : 600004 Emp. Name : [redacted] ISL																													
Status	IP	WVO	IP	WVO	IP	IP	IP	IP	WVO	IP	IP	IP	IP	IP	WVO	IP													
InTime	09:40	09:38	09:37	09:33	09:45	09:43	09:34	09:51	09:37	09:40	09:33	09:41	09:46	09:30	09:45	09:30	09:39	09:41	09:36	09:40	09:36	09:40	09:36	09:40	09:36	09:40	09:36	09:40	09:36
OutTime	20:30	18:38	18:43	22:57	20:09	18:34	18:20	18:48	18:56	20:03	18:12	19:31	18:51	18:56	18:14	18:04	18:31	18:51	18:56	18:14	18:04	18:31	18:51	18:56	18:14	18:04	18:31	18:51	18:56
Total	10:50	9:00	9:06	13:04	10:24	9:51	9:00	9:00	9:46	9:56	9:22	10:23	9:39	9:00	9:00	9:42	9:19	9:19	9:44	9:25	9:00	9:00	9:53	9:41	9:00	9:00	9:00	9:00	9:00
Emp. Code : 600012 Emp. Name : [redacted] IRH																													
Status	IP	WVO	IP	WVO	IP	IP	IP	IP	WVO	IP	IP	IP	IP	IP	WVO	IP													
InTime	09:27	09:30	09:12	09:25	09:06	09:58	09:28	09:27	09:32	09:43	09:30	09:24	09:23	09:17	09:04	09:01	09:17	09:11	09:23	09:14	09:11	09:14	09:21	09:26	09:35	09:29	09:29	09:29	
OutTime	18:37	18:30	18:31	18:32	18:33	18:34	18:33	18:31	18:31	18:31	18:37	18:30	18:42	18:30	18:34	18:31	18:35	18:36	18:37	18:37	18:37	18:36	18:37	18:37	18:40	18:37	18:40	18:32	18:32
Total	9:03	9:00	9:00	9:19	9:07	9:27	9:36	9:05	9:00	9:00	9:06	9:20	9:18	9:19	9:25	9:00	9:26	9:33	9:14	9:24	9:19	9:22	9:00	9:26	9:23	9:19	9:02	9:54	9:06
Emp. Code : 600014 Emp. Name : [redacted] RH, ISL																													
Status	IP	WVO	IP	WVO	IP	IP	IP	IP	WVO	IP	IP	IP	IP	IP	WVO	IP													
InTime	09:40	09:22	09:25	09:41	09:30	09:30	09:30	09:27	09:32	09:43	09:30	09:24	09:23	09:17	09:04	09:01	09:17	09:11	09:23	09:14	09:11	09:14	09:21	09:26	09:35	09:29	09:29	09:29	
OutTime	18:30	18:38	18:33	18:32	18:33	18:34	18:33	18:31	18:31	18:37	18:30	18:42	18:30	18:34	18:31	18:35	18:36	18:37	18:37	18:37	18:36	18:37	18:37	18:40	18:37	18:40	18:32	18:32	18:32
Total	9:00	9:00	9:06	9:04	9:04	9:06	9:06	9:00	9:00	9:20	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00
Emp. Code : 600016 Emp. Name : [redacted] Y2, CL, ISL																													
Status	IP	WVO	IP	WVO	IP	IP	IP	IP	WVO	IP	IP	IP	IP	IP	WVO	IP													
InTime	09:40	09:22	09:25	09:41	09:30	09:30	09:30	09:27	09:32	09:43	09:30	09:24	09:23	09:17	09:04	09:01	09:17	09:11	09:23	09:14	09:11	09:14	09:21	09:26	09:35	09:29	09:29	09:29	
OutTime	18:30	18:38	18:33	18:32	18:33	18:34	18:33	18:31	18:31	18:37	18:30	18:42	18:30	18:34	18:31	18:35	18:36	18:37	18:37	18:37	18:36	18:37	18:37	18:40	18:37	18:40	18:32	18:32	18:32
Total	9:00	9:00	9:06	9:04	9:04	9:06	9:06	9:00	9:00	9:20	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00

Generated By: essl Page No 1

-I added leave balance for an employee on Greythr :

Go to 'leaves', then 'information', 'employee leave', 'post transaction' (select the type of leave), add in the 'from' date & 'to' date & save. After saving, process the payroll.

-Added leaves to a newly joined employee's profile on Greythr.

- I was also given a task to make dummy bills.

-I was shown how to & then made to calculate gratuity for the employees' whose list of names was handed over to me.

The following is the formula for calculating Gratuity:

No. of years of service completed in the organisation * Basic salary *15 / 26

- I was given the task of planning an employee engagement activity for all the employees. (I planned on having a quiz on Mercedes – a quiz of 3 rounds)

-I was shown how to & made to add incentives for all the employees on Greythr.

The process to add incentives is as follows : Go to Greythr (employer login), go to 'payroll', 'salary', 'calculation fields' , 'other payment items', 'incentive payment', 'add row' & then add in the incentive amount.

-I had to distribute the performance appraisal form to the employees whose list of names was handed over to me. I also had to constantly follow up with them regarding the same.

{Performance appraisals are usually to monitor the employee's performance & to give them an increment based on their performance.}

-For the Performance Appraisal process,:

-I was made to give a hard copy of the job description to 2 newly joined employees & had to get their signature on the photocopy of the same, which is kept as the Mercedes records.

- I had to file POSH returns, i.e. It is with regards to the sexual harassment of women. These returns have to be filled before the 31 of Jan.

- I was made to check the birthday list.

To do so, Go to 'reports', then click on the icon that looks like a clock, 'query builder' & select 'birthday' & the birthday list will appear.

-I was observing how the 'Labour returns' are filed on the Goa Online Portal & also how the 'Bonus Act' & the 'Wages Act' are filed.

-I prepared an experience certificate for the previous CEO.

-I had to fill in details on the performance appraisal form for the workmen.

Details such as the employee name, code, designation, department date of joining & the date of review.

Image of the Performance Appraisal form for

Workmen:

ALCON CEMENT COMPANY PVT. LTD.
PERFORMANCE APPRAISAL FORM FOR WORKMEN - 2021-22

Name: [Redacted]
Employee Code: 600165
Designation: [Redacted]
Department: Admin
Date of Joining: 28 May 2019
Date of Review: 24/02/22

Sr. No.	Attribute	Detailed Comment	Rating* (0-10)
1	Attendance / Punctuality		9
2	Competence / Job knowledge & Skills		10
3	Application of knowledge & skills		9
4	Initiative and Dependability		10
5	Safety consciousness		10
6	Major Achievements		
7	Major Failure		
8	Attitude and Behavior		10
9	Overall Performance (Rating total of all attributes)		9
10	Future Potential		
11	Recommendation, if any		
12	Training Needs		

*Rating Scale: Rating should be between 0-10. Zero is a lowest rating however 10 is highest.

Supervisor: [Signature] HOD
Plant Head / Business Head: [Redacted]
Unit - HR

-I was made to call up a few hotels to ask about their room tariff (this was because some high profile people from Mercedes were coming to Goa & the arrangements for their accommodation had to be taken care of.)

-I called up a couple of recruiting agencies in Kolhapur asking them to send us suitable CV's of candidates for the post of Diagnostic technicians. (the HR manager & CEO were supposed to go to Kolhapur to conduct interviews, hence I had to do so)

-I entered the Performance Appraisal data (score) of the employees onto the system.

-I marked an Employee Exit on Greythr

The steps are : Go to 'Employee', 'information', 'separation; & then type the employees name, then under 'separation mode' ,select 'resigned' & then refer to the respective employees file to add in the rest of the details. Once done, tick the 'employee existed the organisation' & once done, select process payroll .

-I was made to check the attendance.

To check attendance : go to 'Leave', 'information', attendance muster' & select the month of the attendance we want to check.

-I was made to calculate OT(over time) hours for the drivers.

-I added the OT hours to the employees gross.

Steps to do so : Go to 'payroll', 'payroll inputs', 'salary', type in the employees name, scroll down, under 'employee workdays' select 'OT hours', under 'accounts', add the total no. of OT hours of the respective employees & 'save'.

-Added TDS (Tax Deductions List) to the employees gross salaries.

-Made changes to the LWF amount of certain employees (had to make the amount 0 as the amount would simply get deducted from their salary)

-prepared an offer letter

- Got details for the productivity report in PIR (had to check the number of cars sold for the previous month with the sales team)

- I was given the responsibility to ensure that all the employees whose names were on the list came & got their measurements taken for their uniforms. Had to take their signature on the given list.

-I was made to re-generate the password of Greythr for an employee.

Steps to go about with that : Go to “home”, click on “search actions”, click on “regenerate password”, type in the employees name & then click on “generate mail”.

Steps to go about with it : Go to “Reports”, click on “reports gallery”, select “payroll transfer statement”, then under “group by”, select “company”, click on “payment type”, select “cheque” & then click on “generate”

-I had to put the stationary that was ordered in place.

-Updated employee address’ on Greythr.

-I handed over appointment letters to the respective employees.

-I had to check from how many employees’ salaries was LWF deducted.

-I generated the PF ECR file.

Steps to go about with it : Go to “reports”, “reports gallery”, under “PF – Provident Fund”, select “PF-ECR Format”, then select the month for which you

want to generate the file, once done, click on “Generate ECR file” & the excel file gets downloaded.

-I filed the PF Returns.

Steps to go about with it : Type in “EPFO employer login” on the Google search engine, login, go to “payments” & select the first option that comes under it & then add in the details , select “ECR” & upload the ECR (that was previously downloaded), save it, then add in the other details & then click on “verify”, once its done, click on “Generate”

-PF returns are to be filed before the 15 of the preceding month

-Segregated the Performance Evaluated forms – segregated the ones that were evaluated from the ones that were yet to be evaluated.

-I also learnt how to open job cards, to re-open as well as how to close the job cards (this wasn't a part of HR, but took it up since I would learn something new)

Loan application form:

ALCON AND SUBSIDIARIES ENTERPRISES

LOAN APPLICATION FORM

COMPANY NAME : _____ DATE: _____

NAME OF EMPLOYEE : _____

EMPLOYEE NO. : _____

RESIDENTIAL ADDRESS : _____

DESIGNATION : _____

DEPARTMENT : _____

AMOUNT OF LOAN APPLIED FOR : _____

PURPOSE : _____

I accept the terms and conditions governing the loan facility and agree to abide by the same and I also agree to adjust my Leave Encashment, Bonus, Gratuity, Salary, LTA, Medical dues payable to me towards loan repayment on separation from the organization.

EMPLOYEE'S SIGNATURE: _____

FOR OFFICE USE ONLY

DATE & AMOUNT OF LOAN AVAILED EARLIER : _____

BALANCE OF ABOVE LOAN, IF ANY : _____

PERIOD OF SERVICE : _____

AMOUNT OF LOAN ELIGIBLE : _____

NO. OF MONTHLY INSTALLMENTS (EMIs) : _____

COMMENCEMENT OF REPAYMENT OF EMI : _____

SIGNATURE OF HOD

SIGNATURE OF HR

SIGNATURE OF DIRECTOR

Picture of a Interview Evaluation sheet :

 Mercedes-Benz

Interview Evaluation Sheet (HOD After-Sales)

Name of Candidate: [Redacted] Position applied for: [Redacted] views

Education Qualification: [Redacted] Total Experience: 20 years Dealer: Counto Motors

Current Company: Business Current Position: NA

Criteria	Rating (1 to 6 where 1 is lowest & 6 is Highest)			
	DP /CEO	Regional Manager	GM After-Sales	VP After-Sales
Business Acumen:				
Market Knowledge	5			
Key performance indicators knowledge	5			
Process knowledge	6			
Technical & IT know-how	4			
Service & Logistic Management	5			
Financial Planning & Controlling	5			
Statutory knowledge	4			
Management Skills:				
Experience in representing Organisation strategically both internally and externally	6			
The ability to think strategically	5			
The ability to promote diversity & build teamwork, encourage excellence and develop subordinates	6			
The ability to drive innovation & change management	6			
Experience in dealing with customer & suppliers	6			
Characteristics				
Integrity & Corporate values	6			
Analytical	6			
Decision making	5			
Confidence & Grooming	6			
Level of commitment to perform well & succeed	6			
Qualification				
Education	6			
Accomplishments	5			

Comments:

Final Opinion : Selected Not Selected On hold

[Signature]
 DP /CEO VP General Manager Regional Manager Manager
 Dealership After-Sales After-Sales After-Sales HR-ND

Mercedes-Benz India Pvt. Ltd. - Interview Evaluation Sheet (HOD After-Sales)

Vacancy Requisition form :

VACANCY REQUISITION FORM
Counto Motors

 ALCON
ANIL COLIN
ENTERPRISES

Number: 02

Date: 25/02/2021

Reg. Office : 1st Floor, Sukerkar Mansion
M.G Road, Panaji Goa 403001

Department: IT

Head of Department: [Redacted]

Functional Head: [Redacted]

1. JOB VACANCY OVERVIEW

Job Title/Designation	No of Vacancies	Grade/Level	Job structure		
			Permanent	Temporary	Contractual
Manager IT	01		<input checked="" type="checkbox"/>		

Start up date: 24th March 2021

CTC: [Redacted]

Range: [Redacted]

Budgeted / Unbudgeted: Budgeted

Location: Ribandara

Desired qualification: Graduate in IT

Desired Experience: Min 3 years

Channel of recruitment: Internal Sourcing

2. JOB DESCRIPTION i.e. responsibilities, requirements

- Troubleshooting
- Maintenance of IT database
- Coordinating with MBI for system issues

3. PARTICULAR ATTRIBUTES (circle appropriately)

English language skills	Excellent	Good <input checked="" type="checkbox"/>	N/A
Ability to work as a team	Excellent	Good <input checked="" type="checkbox"/>	N/A
Previous training required	Yes <input checked="" type="checkbox"/>	No	N/A

Any other attributes:

 ALCON
ANIL COLIN
ENTERPRISES

Requested by

Name: [Redacted]

Designation: [Redacted]

Signature: *[Signature]*

Date: 25/02/2021

Approved by

Name: [Redacted]

Designation: [Redacted]

Signature: *[Signature]*

Date: [Redacted]

HR Comments:
Replacement of [Redacted]

Image of how a Employee Profile looks like on PIR :

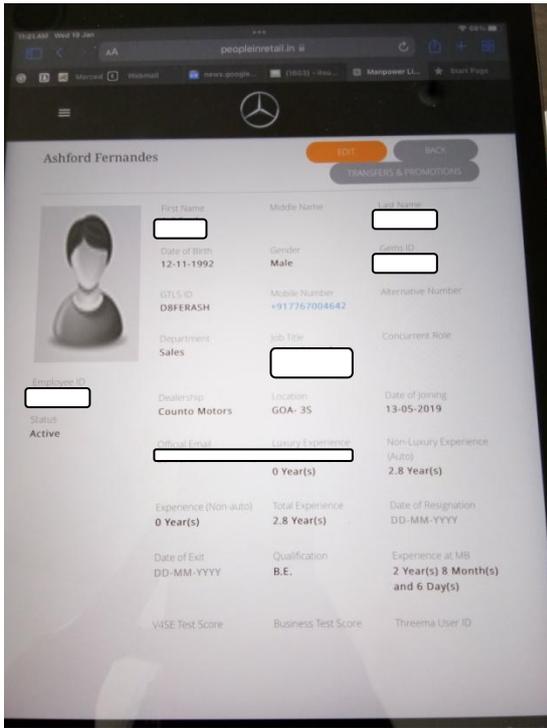


Image of the form of “Application for Employment” :

Mercedes-Benz
Counto Motors - Alcon
 Alcon House, Chaita No. 72, P.T. Sheet No. 19,
 NH-4A, Ribandar-Goa 403006

RECENT PHOTOGRAPH
 (Please do not paste)

APPLICATION FOR EMPLOYMENT
 (To be completed in applicant's own handwriting)

POST APPLIED FOR: _____

Direct: Yes / No (If yes source): _____

Reference by: _____

1. **Full Name:** _____
 (in block letters) (Surname) (First Name) (Father/Husband's name)

2. **Name in Devnagari Script:** _____

3. **Present Address:** _____
 Tel No.: _____ Mob: _____

4. **Permanent Address:** _____
 Tel No.: _____ Mob: _____

5. **Email ID:** _____

6. **Date of Birth:** _____ **Place of Birth:** _____ **State:** _____

7. **Height:** _____ **Weight:** _____ **Blood Group:** _____

8. **Male/Female** **Single/Married/Widowed/Divorced** _____

9. **Family details:**

Name of family members	Date of Birth	Gender M/F	Relationship with the applicant	Profession

10. **Languages you can**

Read	Write	Speak
English ()	()	()
Hindi ()	()	()
Marathi ()	()	()
Konkani ()	()	()

Other (Please Specify) _____

11. **Mention any disability, major illness, operation or accident you had:** _____

12. **What are your leisure pursuits, hobbies and sports activities:** _____

13. **EDUCATION**

Name & address of High School/College / Institute	University / Board	Passing Year	Degree / Diploma	Principal Subjects	Class & Remarks

14. **Particulars of Scholarship or Prizes obtained:** _____

15. **Particulars of Membership of Professional Organisations, position of authority of organisational offices held, if any:** _____

16. (a) **Minimum salary expected Rs. _____ per month**
 (b) **Notice period before joining _____**

17. **PAN Card No. _____ Aadhar Card No. _____**

18. **Are you related/know to any employees of the company:** _____

19. **EXPERIENCE**

Name & Address of the Previous Company	Period		Designation	Salary		Reason for Leaving
	From	To		Starting Rs.	Last drawn Rs.	

20. **Have you been convicted? If yes, give details** _____

21. REFERENCES
Give two prominent references

Name	Official Designation	Address	Capacity in which he/she knows you	Phone No. / Mobile No.

22. I hereby certify that the information given by me is true and complete to the best of my knowledge and belief if, at any time, it is found that information given herein above is false my employment shall be liable to summary termination.

Place : _____
Date : _____ Signature _____

FOR OFFICE USE ONLY

Designation: _____ Department: _____
Salary: _____ Date of Joining: _____
Probation Period: _____
Candidate Interviewed by: _____ Signature: _____
ESIC ID No. _____ Provident Fund A/c No. _____
GDMS No. _____ AMS No. _____

Recommendations:

DOCUMENTS REQUIRED:
1) Birth Certificate or Leaving Certificate, 2) Education Certificate, 3) Driving License, 4) Ration Card, 5) Relieving Certificate, 6) Experience Certificate, 7) Election Card, 8) PAN Card, 9) Passport (all in photocopies), 10) Aadhar card (all in photocopies) 11) 3 Passport size photographs, 12) 1 Family Photograph for ESIC or Old ESIC Card

The following is where the LWF amount is added:

Home
it's where the heart is!

Payroll Inputs

- Salary
- Loan
- Salary Revisions
- Income Tax
- Reimbursement
- Employee LOP Days
- Stop Salary Processing
- Arrears
- Final Settlement
- Resettlement

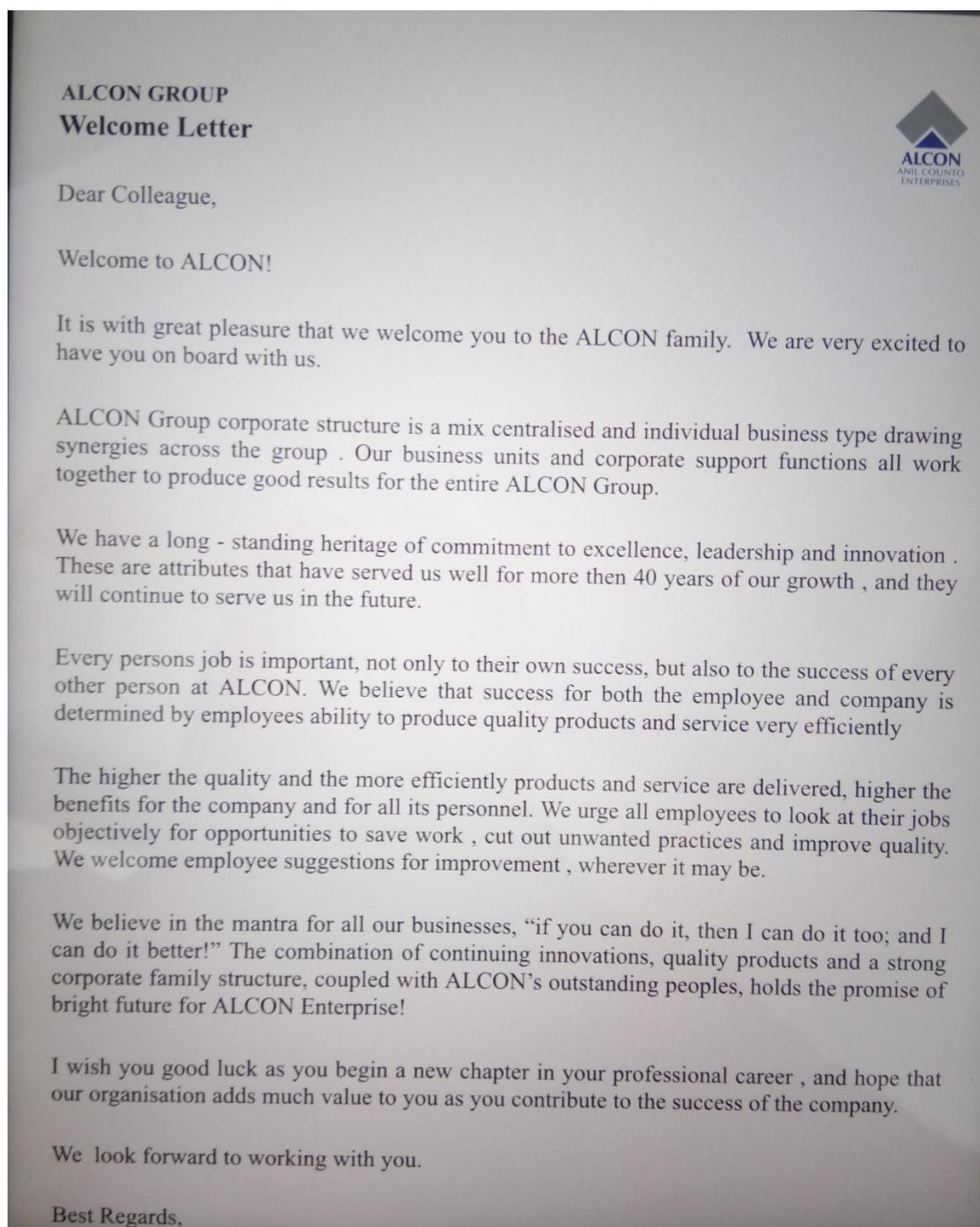
Override : LABOUR WELFARE FUND

[+ Add row](#)

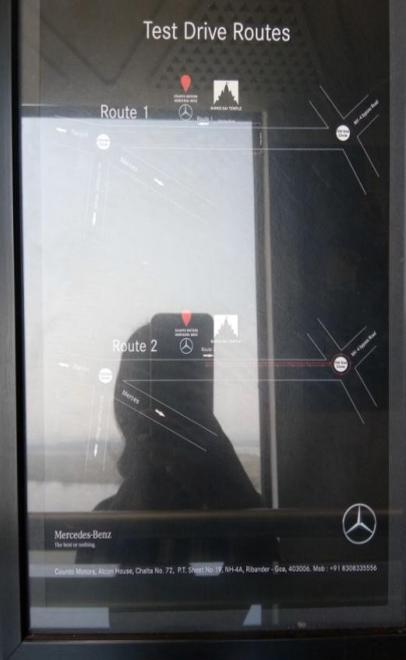
From Date	To Date	Amount	Remarks	Modified On	Actions
01 May 2021	31 May 2021	₹ 0.00		07 Jun 2021	🗑️ ↻
01 Jan 2022	31 Jan 2022	₹ 0.00			

Cancel Save

Image of the Welcome Letter given to newly joined employees:







Certificate of Excellence

We hereby certify that

Mr. Lenin Colaco
of
Alcon Constructions(Goa) Private Limited, Goa

has successfully completed the

"Stride To Leadership Program"
conducted by Mercedes-Benz Academy
during the academic year 2021.

Shekhar Bhide
Shekhar Bhide
Vice President
Customer Services & Corporate Affairs

Ashish Salvi
Ashish Salvi
General Manager
CS Digitization, New Business
& Retail Training

Mercedes-Benz
The Best or Nothing





Mercedes-Benz

TO WHOMSOEVER IT MAY CONCERN

This is to confirm that **Ms. Avril Rodrigues** Student of **Goa University**. Has underdone her Internship in the **HR** department from **17/01/2022 to 17/04/2022** at **Counto Motors - Mercedes Benz, Ribandar – Goa.**

She was found to be sincere and hardworking during her tenure.

For Alcon Construction Goa Pvt Ltd- Counto Motors

Anisha Mhadeshri

Manager HR



Place: Ribandar – Goa.

Date: 17/04/2022

Alcon Constructions (Goa) Pvt. Ltd. - Counto Motors Division.

Showroom : Alcon House, Chalta No. 72, P.T. Sheet No. 19, NH-4A, Ribandar - Goa - 403006 | Tel - +91 9112222226, 9112222227.

Workshop : Alcon House, Chalta No. 72, P.T. Sheet No. 19, NH-4A, Ribandar - Goa - 403006 | Tel - +91 9112222224, 9112222225.

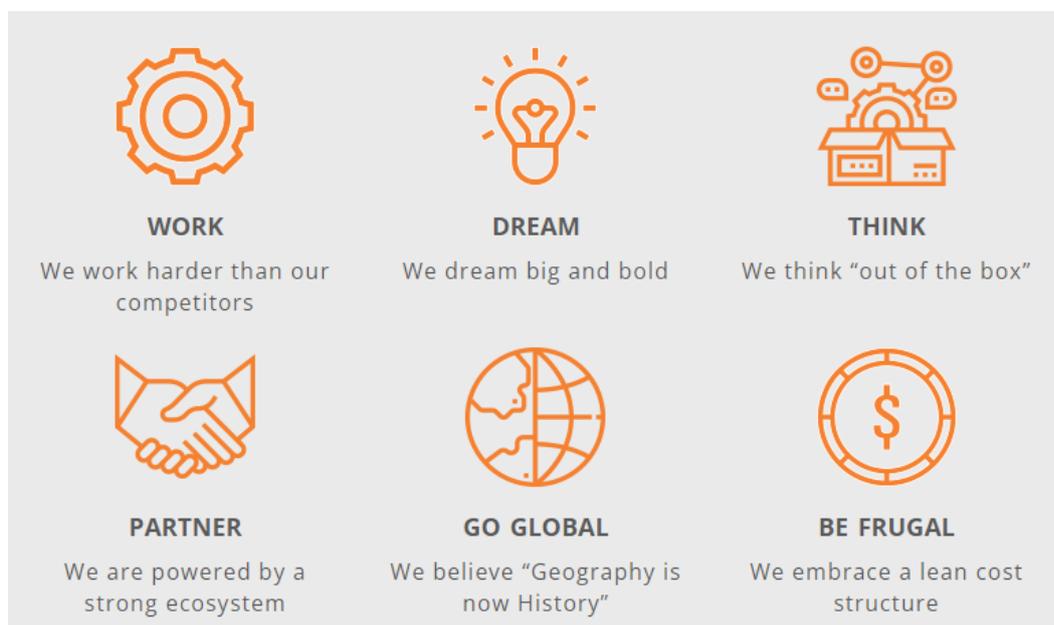
Email: info@countomotors.com | www.mercedes-benz.co.in | CIN: U45201GA1985PTC000624 | GST No: 30AAACZ0645H1ZP

----- THE END -----



Tangentia is an agile digital transformation company/ IT company & a world-leading provider transformation solutions. Tangentia was founded in the year 2003 by Mr. Vijay Thomas in Toronto, Canada. Mr Vijay Thomas is also the founder & CEO of Tangentia Ventures, that invests in early stage companies in global technology services, which makes local manufacturing & niche ecommerce services in Canada & India. As of now, Canada has around 9 offices in 3 different countries ie. Canada, USA & in India & they are planning on expanding even more across globally. The company name in Canada is Tangentia Inc, the company name in US is Tangentia America LLC, the company name in Goa is Tangentia India Technologies Private. Limited & the company name in Kerala is Tangentia Travancore Private Limited. Tangentia has a headcount of over 300 employees & has over 18+ years of experience. Tangentia is a platinum partner of IBM(International Business Machines Corporations) & they have also partnered with other well-known companies like Google AI, Microsoft & other such companies. Tangentia is a leading boutique consulting, technology & an outsourcing firm that bridges the most challenging technology gaps. The 3 major departments of Tangentia are : **Automation, B2B Connectivity & Digital.**

Tangentia's Core Values :



Tangentia's Mission Statement:

We imagine a prosperous world, seamlessly interconnected & efficiently run by the optimal use of technology and human resources sourced globally.

Tangentia's Vision :

<p>Shareholder Perspective</p> <ul style="list-style-type: none"> To be among the top 10 Boutique IT consulting companies in the markets we operate in. 	<p>Employee Perspective</p> <ul style="list-style-type: none"> To be among the top 10 preferred employers in the IT consulting business in the markets we operate in 	<p>Customer Perspective</p> <ul style="list-style-type: none"> To be among the top 5 Boutique IT consulting companies in terms of customer retention and customer satisfaction 	<p>Partner Perspective</p> <ul style="list-style-type: none"> To be among the top 5 preferred partners for each of our partner companies in the markets we operate in 	<p>Global Citizenship Perspective</p> <ul style="list-style-type: none"> To spend 10% of net profits every to provide micro credit facilities in less-developed parts of the world to entrepreneurs.
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A bit about the practices at Tangentia, Under:

Automation :

- Artificial Intelligence
- Robotic Process Automation (RPA)
- Process Mining

B2B Connectivity :

- EDI/Order Management
- eCommerce (B2B/B2C)
- Supply Chain

Digital :

- Agile Application Development
- Product Engineering
- Offshore Development Centre

The RPA technologies/tools used at Tangentia are :Ui Path, Blue Prism, Automation Anywhere & Block chain.

The work methodology used by Tangentia is the Agile method, where the main task is split into two sub-tasks, which means that once part A of the sub-tasks is completed, the employee gets it checked by the reporting manager to check whether there are any changes required to be made to it ,rather than completing the entire task & then getting it checked.

The job portal Reliance Strength, is managed by Tangentia. Tangentia also maintains & is partnered with the LCBO(Liquor Board of Ontario).

Tangentia's Awards & Recognitions :



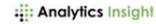
2013-2018



2013-2018



"Digital Experience Winner"



2020 IBM Partner of the Year



Tangentia has been certified as a Great Place to Work



Tangentia is CAMSC certified Aboriginal or minority business enterprise



Tangentia is ISO 9001:2015 and ISO/IEC 27001:2013 Certified



'2020 IBM Partner of the Year' by TechData



'Top 10 Most Valuable Digital Transformation Companies of 2020' by Analytics Insight



"Excellence in Business Process Automation 2020 - IMEA" from Automation Anywhere



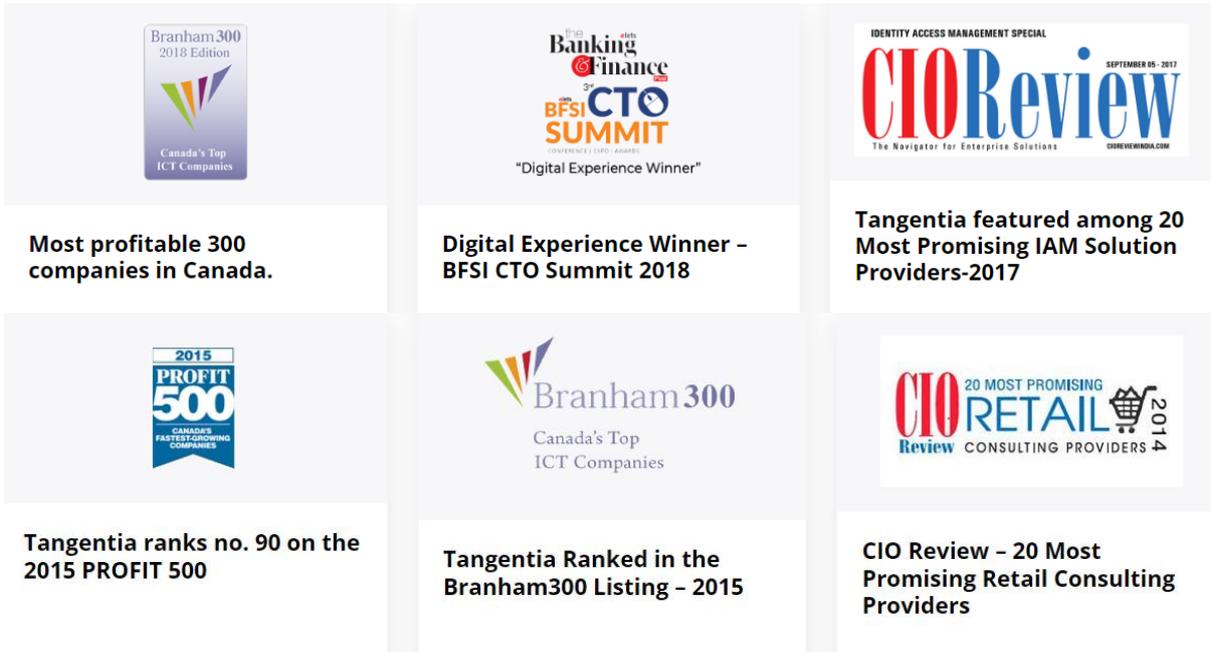
INC 5000 list of Fastest Growing American Companies for 2018



CIO Applications - Top 10 Netsuite Solution Providers 2018



Most profitable 500 companies in Canada.



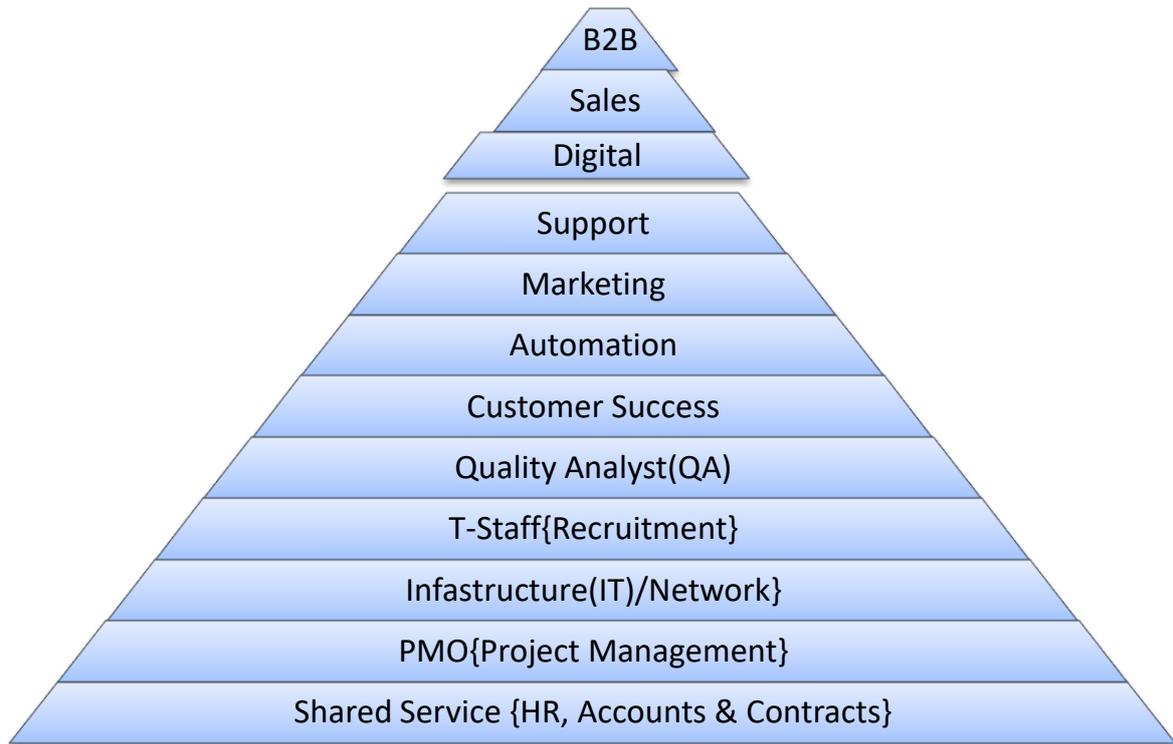
Tangentia is Certified by Great Place to Work & they also have the ISO Certification.



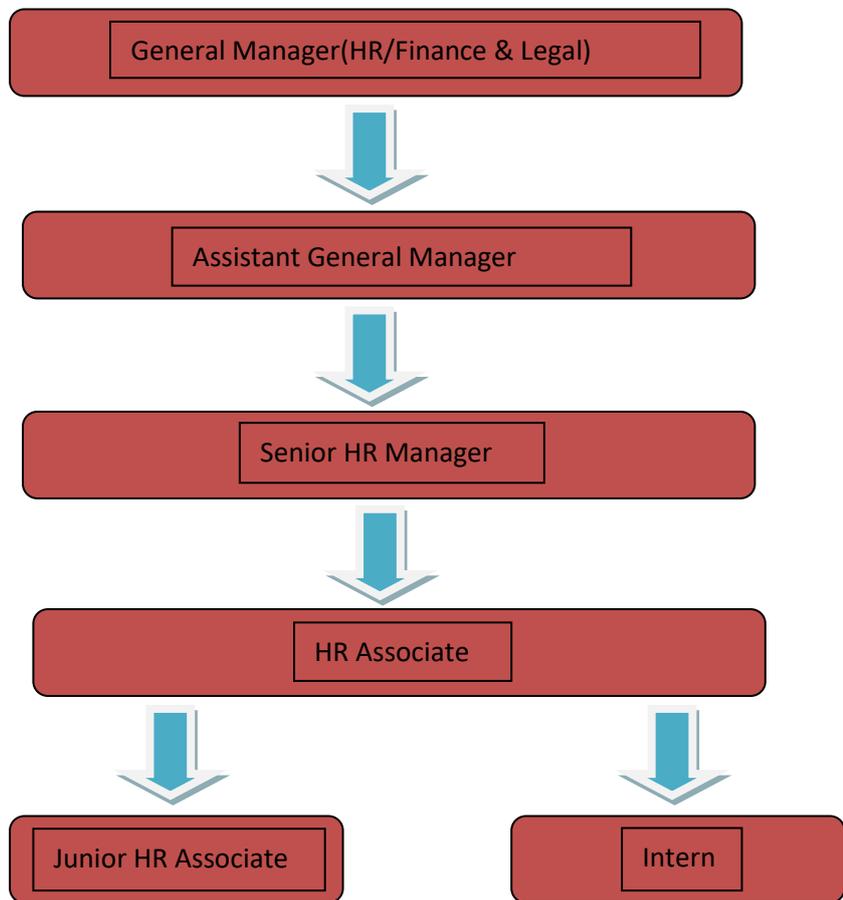
Tangentia's Global Customers:



Various Departments at Tangentia :



Reporting Structure of the HR department :



The tasks carried out by me at Tangentia were as follows :

I was doing 70% of Recruitment & 30% Operations.

-The first thing that I was made to do was to search resumes on “naukri.com” & “x-ray search” for the position of a Python Developer.

-I collected employees data for their id cards

-I sent mails to the candidates asking them for their details.

We send them a mail which includes the job description, a little about the company & we ask the candidate to send the following details if they're interested in taking up the particular position. :

Full Legal name:

Phone number:

Email address:

Location (City and State):

Availability to start:

LinkedIn Account:

Current CTC:

Expected CTC:

Time Slots for phone conversation:

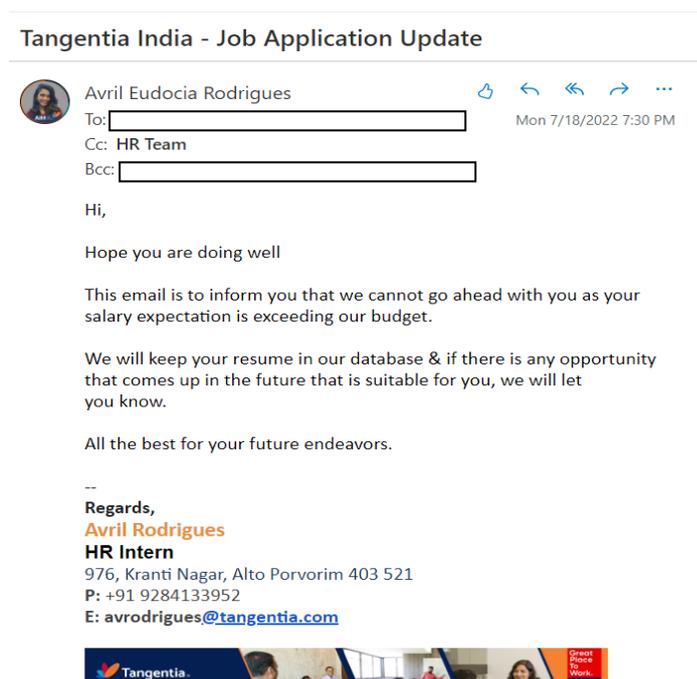
Time Slots for WebEx/video interview:

Night Shift Yes/No:

Do you have your own laptop and proper Internet connection? :

How will you travel to the office? Own/Public Transport:

-When any candidate would give their **Expected CTC** amount to be more than what we can offer them, I would send them a mail saying that their salary expectations are exceeding our budget.



-I was given the task of handling an employee engagement activity called “Talk Tales” that would happen every day for 15 mins. This was a casual conversation between an employee & one of the HR team members where we would ask the candidate about how his work is going, we would ask the employees for any suggestions that they have for us, whether he/she has any problem with anyone in the team & other such questions. There was a Google sheet created in which the names of the employees & the HR team members were there, so I had to schedule calls for every employee, 1 employee per day. I had to check with the employees during what time in the second half they would have a 15 mins free time slot so that I could schedule their Talk Tales call. This call was scheduled on Google meet & it would usually be scheduled during the second half i.e. In the evening as everyone works in

different shifts at Tangentia. So I had to make sure that the call would happen, I had to give reminders to the HR team member who would conduct the call on that day & would also remind the employee whose call was scheduled on that day. I also had to make sure that the HR team member would put down their remarks on the “Talk Tales” Google sheet that was created. So their remarks would include any suggestions the employee has made during the call, whether he/she had any concerns, whether they had any requests etc.

Below is an image of the “Talk Tales” Google sheet that was maintained.

TANGENTIA TALK TALES							
	Date	Days	Name	Employee Name	Session	Shift	Remark
3	25th April 2022	Monday	Katie	Sachita Desouza	Scheduled @ 4:00pm -4:15pm		Sachita joined on 18/04/2021. She is happy that she joined Tangentia. Overall she is happy working here & has no suggestion for us.
4	26th April 2022	Tuesday	Jake	Patrick Peterson	Scheduled @7:30pm-7:45pm		Happy working at Tangentia.. He's enjoying working with his team mates
5	27th April 2022	Wednesday	Tessa	Luke Collins	Scheduled @10:00pm-10:15pm		Has recently joined Tangentia, likes the work environment. Happy working at Tangentia, no concerns till now.

-I used to source for candidates on LinkedIn for the open positions that we had.

-Sent a connect request to many on LinkedIn with regards to the open position that we had. I would attach a note telling them the position & the location for the open position & would provide them my official email id & would ask them to get in touch with us via mail.

-I called many people asking them whether they were interested in the various open positions that we had (if I called them for the Python Developers role, would check with them for that role only).

If those candidates would be interested, I would send them the job description of the respective positions.

-I was given training on how to conduct the induction for new joiners” & I conducted the inductions’ for new joiner’s who joined as trainees.

-I helped the new joiners” to fill in the “induction new joiner form”, helped them to set their signature.

-I used to set up the calls on Google meet that were requested to me to do so by the HR Manager.

- With regards to the recruitments process, we used to go about with it in the following process:

1. First we used to call the candidates, check their communication skills, gauge if they would be suitable for the respective position.
2. We used to get their details (I’ve already mentioned above what are the details that we would get from them).
3. I used to then send those details to the HR team via mail, this is called a submittal.
4. The HR Executive would then forward those details as well as the resumes of the those candidates to the managers/heads of the respective departments.
5. Once the manager/heads would give a go ahead, I would schedule an interview on Google meet with the respective candidate & the manager/head of that particular department.
6. To schedule the interview, I had to first check the availability of the respective manager/head to schedule the interview with him/her, I then had to call up the candidate & check with them whether the given time would be okay with them for me to schedule an interview with them. Sometimes some candidates were not available at the time that I would mention to them & so I would have to check again for another free time slot with the interview for me to schedule the interview.

There would be 2-3 rounds of the interview.

The first round would be by the HR, so after I would speak to the candidate, my reporting manager would call them & speak to them, after that we would schedule an interview with the department team lead or manager & if it was a positive response from him/her, the second round of the interview would be scheduled with the head of the respective department. Once the candidate

would clear that round of the interview, we would send him/her a **documents required** mail, where we would ask them for an id proof, graduation certificate & other such documents.

-I also had to reply to the candidates mails, the ones to whom we would send a rejection mail saying that we couldn't go ahead with them for so & so reason.

Below is an image of the rejection email I would send to the candidate, with the mails' subject being : Tangentia India – Interview update

We would like to convey to you that, we are unable to consider your profile for the role of " Technical Support Trainee" as the skills do not match.

We shall keep your resume in our database in case any opportunity comes up in the future.

In case you don't hear from us, please visit the career section on our website (www.tangentia.com), scan the job posting and submit your updated profile against any job opening posted there, which you find is a right fit for your profile.

--

Regards,

Avril Rodrigues

HR Intern

976, Kranti Nagar, Alto Porvorim 403 521

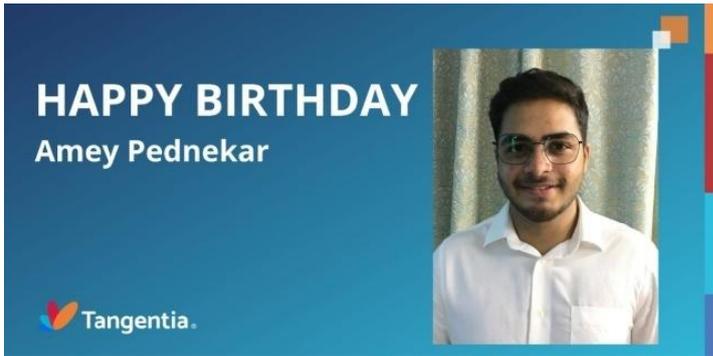
P: +91 9284133952

E: avrodrigues@tangentia.com

-I was shown how to go about with the onboarding process, just so that I could have a fair idea of how its done.

- I was given the responsibility of posting birthday wishes on Greythr.

I used to post pictures similar to the below one on Greythr wishing the employees on their birthday's.



-I was also responsible for handling the Tangentia Career Pages, ie. Tangentia’s official Facebook page, Tangentia’s career page, LinkedIn account & their Instagram page. So I would post out the opening’s that we have, the employee engagement activities that we had, pictures of the campus placement (if we had any in that month), I would post employee testimonials{for that had to follow up with the employees constantly to get them to send the testimonial, I also had to assist them with the same, had to also send it to the creatives team to make the testimonial creative}, posted pictures of the newly joined employees welcoming them to the team, & other such pictures. Below are some of the pictures I’ve posted :

Job Openings :

#JoinThePack
We Are Hiring.
 #goahiring #keralahiring

Technical Architect Java / Python / Microsoft 12+ Yrs	DevOps Engineer AWS/Azure Certified DevOps 6+ Yrs
Product Owner/Analyst Business Analyst, CSPO 5+ Yrs	Sr. Software Engineer React JS/Angular JS 6+ Yrs
Software Engineer React JS/Angular JS 3+ Yrs	Sr. Software Engineer iOS 6+ Yrs

Rush in your resumes to
careers@tangentia.com

www.tangentia.com hello@tangentia.com

#JoinThePack
We Are Hiring.
 #goahiring #keralahiring

Software Engineer iOS 4+ Yrs	Sr. Software Engineer Android 6+ Yrs
Software Engineer Android 4+ Yrs	Sr. Software Engineer .Net/C#/Web Services/Backend 6+ Yrs
Sr. QA Engineer Manual & Automation Testing 6+ Yrs	QA Engineer Manual & Automation Testing 4+ Yrs

Rush in your resumes to
careers@tangentia.com

www.tangentia.com hello@tangentia.com

Welcoming the newly joined employees to the team :



Employee Testimonials :



Campus Placement :





-I was a part of the Campus Placement Drive that was held in Saraswat Vidyalaya college, Mapusa on the 18th of June.

-I would also post the job vacancies on the job portal like naukri.com.

-A video of Vijay(the CEO) introducing the newly joined employees was required from the marketing team, that responsibility was given to me.

-Sent a “welcome to the team” email to a newly joined employee (this is a part of the onboarding process)

-I explained appointment letters to the employees, explained them the entire letter, from the leaves, to their salary structure including the bonus part.

-I also had to set up induction calls for the newly joined employees’ as well as be a part of that call.

-Was a part of the HR Daily Stand up call – its a call that would happen at the beginning of our shift on a daily basis, letting us know the tasks for the day, to check the status recruitment & discuss other such topics.

-Was also a part of the HR, Admin & legal call where the work that was completed during the week by these departments would be discussed as well as the tasks that would be done in the following work were discussed. This call would happen every Friday.

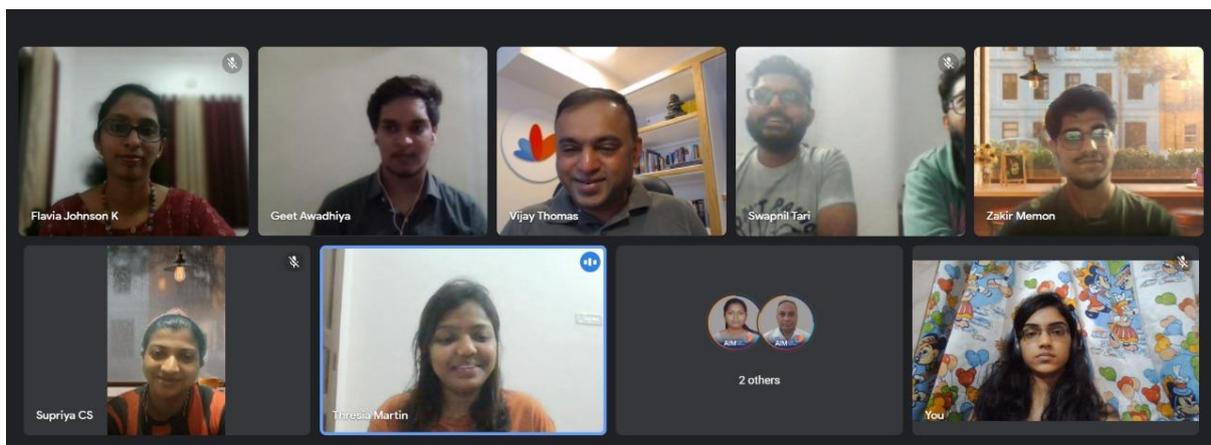
- There was another employee engagement activity that I used to handle. It was called “Cutting Chai with Vijay” . So I used to set up this call, for that, first

I had to check Vijay's availability with his PA, & then I would check with those 6-8 employees who I decided to schedule the call for, whether they would be available at the scheduled time, then only I would set up the call.

On the day the call was scheduled, ½ an hour prior to the call, I would have to give all the participants a reminder to attend the call & it was a video call. Vijay also had to be given a reminder. When there were last minute drop-outs due to a sudden client call being scheduled, I would have to put another employee in place of the one who backed out last minute, would have to first check with the other employee whether he would be available at the scheduled time.

So this call was an informal call, where Vijay would have a casual conversation with the employees. He would ask the employees to introduce themselves, he would ask them to tell us something that the others dint know (like maybe a talent that the other's dint know he/she had) etc. Every participant also had the opportunity to ask Vijay a question of their choice. I used to be a part of that call as well. Once the call was done, I would have to take a screenshot & upload it on Greythr.

Below is a picture of the “Cutting Chai with Vijay” session.



-I would reply to the queries that the employees had regarding anything that had to do with the HR, like questions regarding registration of the toastmasters call, queries regarding when will their laptops that were to sent to them would reach to them & other such queries.

- Was responsible for scheduling the Toastmasters call. Had to schedule the call & inform the participants about it & had to give them a reminder about the same 1 hour prior to the call. Toastmasters is a call that any employee could enroll themselves to improve their leadership skills, the toastmasters session would help them to be able to help them to overcome that fear of public speaking, it would also help introverts become extroverts in a certain period of time.

-I would also post the vacancies on Tangentia's Careers page ie. **Tangentia Careers.**

- I prepared offer letters, experience certificates as well as relieving letters.

- Made changes to the incentive letter of an employee (the bonus part).

-I was made to put in some employee details on greythr, also uploaded employee documents like aadhar card & pan card copy on their greythr account.

-I created separate folders for each employee on google drive & also uploaded their documents in their respective folders.

- I was given the responsibility to post whichever employee was on leave on the "Tangentia Intimation" group on whatsapp as well as on "Microsoft teams" . Had to type the employee name & the type of leave they've taken.

- I created an employee's profile on Greythr.

-I was made to edit a couple of letters.

-I was a part of a “performance review call” just so that I could get a fair idea of how its conducted.

-I scheduled performance evaluation calls for the entire B2B team & I had to make sure that everyone was in the call & once the call was done, I had to make sure that the employee would send me the completely filled KRA (Key Responsibility Area's) sheet, which I would then forward to the HR team.

- Was given the task off changing the footers of a couple of important documents.

-Had to call a employee who had recently resigned to remind her to sign the exit form.

- I had to schedule the “agile training” session . (It is a training that is given to the employees which gives them a gist of a little about how they could go about with their tasks in a more efficient manner). I also had to mark the attendance for the sessions' that I had scheduled.

-Had to follow up with an employee, asking her to send us her “Tangentia Talkies” presentation. Tangentia Talkies is yet another employee engagement activity that is scheduled every Tuesday's & Friday's . Its a session where each employee (one employee per session) tells the other employees about themselves, like their hobbies, their family & other related information.

-I also had to fill up my timesheet everyday ,just like the other employees.

Timesheet is a software in which you add in the tasks that you carry out & how much time you put in for working on each task. It is to be filled for the current week as well as the upcoming week.

-I was made to put in the count of data (no. of employees in different departments & their designations)

-I was made to prepare the shift roster for certain employees for the preceding month. I used to then upload the roster on Greythr.

-I prepared loan agreements, loan guarantor letters .

-I sent out feedback forms to the participants of the agile training sessions', also had to make sure I got a response from every participant.

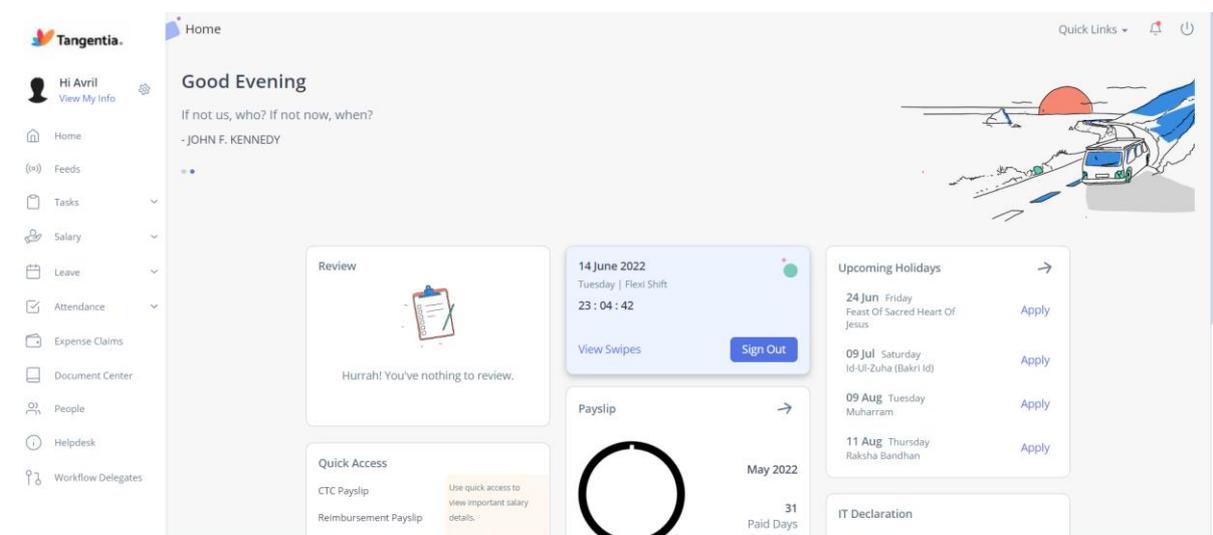
-Sent the FOHO coins mail to the employees whose referrals were converted to full time employees & had to guide them if they had any issues regarding the same.

-I was a part of the posh awareness session that was scheduled for the employees.

-I was made to put down the information of the projects on which the interns had worked on during their internship at Tangentia on an excel sheet.

-I was made to prepare 2 sets of questionnaire's for the Campus Placement drive that was held at Saraswat college.

-The following is an image of what an employee Greythr profile looks like :



- I was given the responsibility to add & remove newly joined & exited employees from the official Tangentia whatsapp group.
 - I uploaded the job descriptions of all the positions on the Google drive into the “HR documents” folder.
 - I had to grant leaves to employees on Greythr (from the employer {company} login)
 - I distributed id cards to the employees.
 - I sent a documents required mail.
 - I had to rename over 100 files , they were the form 16 files, I had to rename all those files, changing the file name to the name of the respective employee.
- After renaming all those files, I had to upload each file on Greythr to each employees’ profile.

The following is a picture of how I would name the form 16 file & upload it on each employees’ Greythr profile.

Employee

Document Name

Category  

Description

File

Note: Only PDF, XLS, XLSX, DOC, DOCX, TXT, PPT, PPTX, GIF, JPG, PNG files are accepted.

Publish to Employee Portal

-I sent a “challenge code” email to two of my candidates , which was for the position of a iOS developer. This mail was a part of the interview assessment.

-I was given the responsibility to ensure that all the employees upload their AIM picture on Microsoft teams as well as on outlook. I also had to make sure that they all have set up their signature on Microsoft outlook. I had to guide them if they had any issues while doing any of the above mentioned tasks.

Below is my AIM picture :



-Below is a picture of the HR Team at Tangentia.

(The Culture & training manager was working from home on that day, the HR Assistant General Manager works from the Kerala office & the HR General Manager works from Canada, hence they all unfortunately are not a part of the picture.



-I had to send the creative's team a video testimonial of an employee for the team to beautify it as it had to be posted on the careers page.

-I had to prepare a Microsoft form (it was a MCQ questionnaire) for the upcoming campus placement at Goa Engineering College.

-Had to add in the TG numbers' (employee numbers') of all the employees working from the Goa office on an excel sheet.

- Below is my Tangentia email account's signature when I was working there.

-

Avril Rodrigues

HR Intern

976, Kranti Nagar, Alto Porvorim 403 521

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E: avrodrigues@tangentia.com

Below are images of the Tangentia Team : **India Team :**



Vijay Thomas
CEO



Ajinkya Birwadkar
Director India



Hari Iyer
Director - Global
Operations



Vaishali Amonkar
Head, Goa Operations



Ashwini Hegde
Automation Practice
Head



Priya De
B2B Practice Manager



Deepak Tickoo
Regional Sales Head



Rajhans Gupta
Regional Sales Manager



Rushabh Dharwadkar
B2B Technical Lead



Sameena Pinto
Technical Lead



Akshay Shirodkar
Technical Lead - RPA / AI



Raghuvir Lotlikar
Accounts Manager



Dr. Jayakumar Shankar
Sales Consultant



Mamatha Manu
HR Manager



Reshma Azeez
HR & Talent Acquisition Manager



Vinod S
Delivery Manager



Sajeena T
Manager Finance



Neha Mestry
Recruitment Manager



Sonia Kuncalienker
Account Executive



Nikhil Kawale
Account Executive

North America Team :



George Bennett
VP - Business Development



Robert Lye
Head - Global Delivery



Anil AR
VP - Digital



Shane Raveenthiran
Director, Marketing



Colin Menezes
Director - Compliance and
Operations



Karen Briones
Customer Success



Joseph Saad
Sales Account Executive



Shawn Bakos
Sales Account Executive



Pria Vijayaratnam
Account Executive



19th July, 2022

TO WHOM IT MAY CONCERN

This is to certify that Avril Eudocia Rodrigues has completed her internship as an HR Intern with Tangentia India Technologies Pvt. Ltd. From 18th April 2022 to 18th July, 2022.

We wish her all the best for her future endeavor and would like to thank her for the contribution to the organization.

For Tangentia India Technologies Pvt. Ltd.

A handwritten signature in blue ink, appearing to read "Rajesh P S".

Rajesh P S
Assistant General Manager- Human Resource



-----THE END-----