

EdenAnn's Internship Report

2021

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Acknowledgement

Apart from my efforts, the success of any internship depends largely on the encouragement of many others. I take this opportunity to express my gratitude to the individuals who have been instrumental in the successful completion of this internship.

I would like to extend my greatest appreciation to my supervisors. Their tremendous support, encouragement and motivation every time has been invaluable to me.

During these two months, I have also collaborated with many colleagues for whom I have great regard, and I wish to extend my warm thanks to all who have helped me with my work.

I would like to thank all whose direct and indirect support helped me to complete my internship, without their support it would not have been possible.

Nevertheless, I would like to thank Prof. Edger D'souza, Prof. Kevin Dsouza, and Ma'am Albino for assisting me to get into the hotel and preparing me for the training.

Introduction to who we are

FC GOA

We Football. That's what we do. We play the beautiful game and aspire to play it how it was meant to be played- beautifully.

There is an art and there is a science to all this, but above all, it's still a game. Something that's fun and yet inspiring. Something that brings us all together and drives us to the edge of our seats. It can make a grown person cry out of sheer delight or anguish. It's sublime.

We were born on August 26, 2014. We are young. The fledgling years are upon us. We have dreams and aspirations. We run like the wind. We fall down sometimes. But that's okay. We dust ourselves up and go again. We try to be the best version of ourselves, to constantly question the status quo, to keep our eye on the bigger picture.

Every date is both an opportunity and a reason to make something greater in the sport. That's what we are here for. Everything else is just noise.



Choosing the right pass (Org chart)



Passing the ball is at the core of our footballing philosophy and we advocate the same at all times. Passing is a way of communication; it's a show of respect for the ability of your teammate whilst also showing that you truly are a 'team player'.

Knowing who to pass to and when will solve a lot more problems than you can ever imagine. If you have an idea you feel can 'move the needle' and don't know how to move it along, ask the guy next to you to direct you to the right gal.

Ideas change the world and they can come from anywhere. The organization is an amalgamation of some of the most passionate people who decided to say to themselves, "chuck it! This one is for football!"

The whole club is driven by growth stimulated from within. No one can truly define your potential. That is on you. We, though, will make sure to give you the platform & resources that takes you to the next level.

To do that, we believe you should know who to pass the ball to. Play the right ball, at the right time. This helps the team and in turn you.

Policies

Leave & Work Hours Policies

Our general rule of thumb is "if you need time off – take time off." Just make sure you're communicating with your manager well in advance about when you plan to be out. We need a group of highly productive people and we understand it's possible only when there is an effective "work-life balance"

Holidays: We follow the Goa state government schedule of 14 public/ paid holidays.

Privileged Leave (PL) : Apart from the annual/public holidays declared by the organization, every staff member shall be entitled to 30 days of privileged leaves.

These leaves can be accumulated and carried forward up to a maximum of 15 days. You are encouraged to plan for leave at the start of each quarter according to your expected workload.

Mandatory Leave: Need your "ME time"? Take what you need. Taking breaks is important, and we encourage our staff to step away whenever they need to recharge. Out of these 30 days, 5 days will be mandatory leave that the organization requires you to take at a stretch. This time is for you to pursue a hobby, study, spend time with loved ones or just rejuvenate. Mandatory leave if not availed will lapse at the end of the year.

RULE# Apply at least 1 month in advance for your mandatory leave so that work does not stop in your absence and at least 7 days in advance for your privileged leave.

Sick Leave (SL): If you're under the weather, do us all a favour and stay home. And don't worry – you'll still get paid.

RULE# Keep your manager informed, these are part of your PL quota.

In addition to your privileged leave, there are other types of leaves that you are entitled to, please find them below.

Short Leave (SL): We understand that unforeseen exigencies do come up in life during working days too and to cope with them we offer you short leave, which is up to a maximum of 2 hours shortfall in the working hours for staff members once in a month. Employees coming in later than 10.00 am will be considered late and can avail the maximum one time short leave up to two hours in a month.

RULE# Short leave cannot be clubbed along with lunchtime or with half day leave.

Compensatory Leave (CL): Have you worked on a Sunday or any other non-working day? Thank you for putting in those additional efforts. In order to respect your time, FC Goa grants you a compensatory off of the same amount of hours that you spent working extra. You need approval from your direct manager (cc HR manager) for a compensatory off and your request can be rejected if you are unable to prove why that work could not happen during working hours. If you want to avail of a compensatory off, it needs to be taken within 30 days of the additional work being put in by you. After 30 days, your comp off will lapse.

Maternity Leave : We offer 24 weeks paid leave for all those new moms who delivered/adopted a baby, as we understand that's the time you need to nurture your baby.

Incase of a miscarriage, we offer 4 weeks of paid leave so that you have a chance to process your experience and are physically and mentally fit to work.

Paternity Leave : Fathers are equally important and we understand they too need to enjoy parenthood. Take up to 8 weeks paid leave to spend at home to pamper your newborn/newly adopted child and your partner. They definitely need you! This leave is required to be taken at a stretch, within the first 3 years of your child being born/adopted.

Birthdays: We also want you to celebrate one other special occasion: the day that changed your parents' life forever...your birthday! So take the day off and treat yourself and don't forget to treat us the next day when you resume work! Or your leave can get cancelled too.. (Just kidding)

RULE# This cannot be compensated or carried forward with any other leave if not availed.

Marriage Anniversary: If you are married, you must celebrate this day with your spouse.

So take a day off and cherish those wonderful memories.

RULE# This cannot be compensated or carried forward with any other leave if not availed.

Sabbaticals : Staff members who have completed 5 years of service or more with us are eligible for a sabbatical. Generally speaking, that's 4 weeks paid leave for you to learn a new skill, work on a rusty skill, take a much needed nap, get away from the routine work area, and/or spend some time volunteering in the community. We just ask that you have at least a little fun while you are gone and come back refreshed and content, ready to give your 100% at work.

RULE# This will be basis approval from HOD as per the role of the individual.

#General Rules

#1 - While you are on probation or during your notice period, you will not be entitled to any leave days. Incase leave is taken during probation, the same will be deducted from your salary for the upcoming month. At the end of your probation period, you will have access to all the leaves in the year. Incase leave is taken during your notice period; the equivalent amount will be deducted from your final settlement.

#2 - Leaves cannot be claimed as a matter of right. It is the discretion of the management to grant or refuse leave at any given time depending upon the exigencies of work.

#3 - If any employee abstains from duty without information or sanction of leave, such absence shall be treated as unauthorized absence from the workplace and therefore it will be considered as "Leave without Pay". If such absence exceeds 7 days, the management may, at its sole discretion, terminate the services of the employee on the grounds of absconding from employment.



#4 – For all leave applications, while you mark a mail to your reporting Manager & HOD, do keep HR in the loop to manage your attendance & leave data effectively.

OFFICIAL WORK TIMINGS:

The official working days are from Monday to Saturday and work timings are 9.30 am to 6.00 pm, with a half hour lunch break at any time between 1.00 pm to 3.00 pm.

In the best interest of the employees, the organization also provides flexible working hours. Mentioned below is the schedule.

Sr. No.:	In time	Out time
1	09.00	17.30
2	09.01-09.30	18.00
3	09.31-10.00	18.30
4	10.01 onwards	Will be considered late

The HODs should ensure that their departments are functional from 9.30am to 6.00pm. In the event an HOD feels that the individual has completed the assigned tasks by Friday then flexibility could be provided for Work from home / No work on Saturday.

All staff members are expected to adhere to the fixed timings. Failure to adhere will lead to a first warning by HOD. If the incident is repeated a second time, the employee will be issued the final warning letter and if such insubordination continues, it can lead to direct termination of the staff member.



Travel Policy Brief & Purpose



Our company travel policy outlines our provisions for company-related travel. This policy applies to all our employees. In this policy, we refer to 'travel' meaning a business trip to a different city than the one you're in. We're also counting any car, train or bus trip that lasts longer than an hour within the city you are in.

This policy doesn't refer to traveling to and from the office on a daily basis for work. We reimburse commute expenses based on each employee's contract or agreement with our company.

As our employee, you may need to travel for company purposes. This includes trips to:

- Meet with clients or partners.
- Attend events, like conferences, where you'll represent our company.
- Travel for 'Matches'

For this kind of travel, we'll reimburse transportation and accommodation expenses, as well as per diem expenses.

Legal/medical expenses for travel

If you need to travel to countries that need a visa or other documentation to enter, we'll cover all relevant expenses (excluding expenses for issuing passports). The same applies to medical expenses, like medical insurance for travelers, vaccinations or examinations. We'll pay all these costs directly, you won't need to do anything.

Medical care fees due to travel-related accidents may be covered by workers' compensation insurance. If not, we may partially or fully reimburse you for your medical expenses.

Transportation expenses

When traveling for company purposes, you must submit your travel request to traveldeskt@fcgoa.in. Travel must be booked at least two weeks in advance unless it's an unforeseen trip. Talk to our travel desk and they'll book your tickets directly. They must ask your manager for written approval first. Then, they'll collaborate with you on booking the appropriate transportation at convenient times depending on the purpose of your trip.

If you have a reason to book the transportation on your own (for example, in order to collect bonus miles on your personal card), discuss this with your manager. You'll need their approval for the fares you've chosen, ensuring they're not unnecessarily expensive and to receive a reimbursement for these expenses.



Local transportation

When you arrive at your destination, you can take taxis to move around the area for business purposes. Always ask for receipts and we'll reimburse fares for traveling:

- From the airport/stations to your hotel and back.
- To and from every place you go for company purposes.

We won't reimburse transportation expenses for trips to museums or other places for personal purposes.

You can also rent a car if you plan to do many trips within the city for business needs. In these cases, you can either talk to our travel desk or Finance head so they can rent a car for you or you can rent your own from the city you'll travel to (you must buy insurance too). Keep in mind, we'll only reimburse fees for a rental car that's reasonably priced. Confirm with the Travel desk incase you are doubtful.

For local conveyance within the Goa state, staff members owning a vehicle will be eligible for reimbursement at the following rates

Two Wheeler- @ Rs. 4.00 per KM & Four Wheeler @ Rs.7.5 Per KM

In case not owning any vehicle, company vehicle and driver should be utilised for all local travel needs. There are some external vendors onboard with us who are to be used when company vehicles and drivers are occupied by other staff members.

Accommodation

When traveling for company purposes, you're entitled to stay at a 3-star hotel. Our travel desk will book the room for you and pay for your stay. We might have negotiated a contract with a hotel to achieve a discount. If you plan to stay longer for personal reasons, you'll need to pay for the additional stay yourself, but you may be able to take advantage of the discount. Ask our travel desk to let you know.

We won't reimburse any extra room-related charges incurred. We may make an exception if you need to upgrade your room for reasons outside of your control (for example, a malfunction that makes your room unsuitable and there's no room of equal cost available). In this case, you should contact our travel desk immediately so that they find the best solution and arrange the payment.

If you want to stay at a more expensive lodging for a particular reason (like to be closer to family who lives close by), you'll need to pay the difference yourself.

Traveling with a non-employee

Our policy allows you to share a company-booked room with a partner, friend or family member who wants to travel with you, as long as this doesn't incur extra charges for our company. For example, if we've already booked a room for you that has enough space, you can host your partner, friend or family member. Keep in mind that you'll be financially responsible for any expenses or damages this person incurs. You cannot invite someone to stay with you incase it is against hotel policy. This would be considered a breach of policy and action will be taken accordingly.



We won't reimburse any expenses for your co-traveler for the entirety of the trip. The only exception is taxi fares which don't depend on the number of people on the ride.

Expenses while on a domestic trip

During a business trip, you're entitled to reimbursement for lunch and dinner at a maximum of Rs.400 per meal. We'll reimburse only your own portion of the bill if you're traveling with a non-employee, so make sure to separate your bills or ask for separate receipts.

When it comes to meetings with clients (like dinners), we'll reimburse the whole of the bill including tips upto 10% of the bill, provided there is no service charge. The most senior employee participating in the meeting should pay the bill and submit the expenses for reimbursement. We count on you to place reasonable orders. If you exceed Rs.500 per person for one meal, you must get approval from our Finance Head to expense the cost.

Travel Advance

Incase you need to go on work related travel, you are entitled to a travel advance that needs to be applied for atleast 15 days before an international trip and 1 week before a domestic trip. You will receive an advance of atleast 80% of your planned expenses. Bills will need to be submitted for all the money spent. If not, the same amount will need to be returned or will be recovered from your next salary.

What you need to do

We ask you to use your best judgment when traveling for company purposes. Don't go overboard with spending on food and drinks. Always ask for receipts and keep them organized.

When you're back from your trip, submit all expenses to our expenses software within two months. If you had a reason not to submit expenses within that period, talk to your manager. They'll be the ones to approve your expenses for reimbursement. You'll receive the money with your next paycheck after manager approval.



Work Ethics & Code of Conduct



We offer employment only to adults because we believe they are mature enough to understand and know the difference between what is permissible and not with respect to FC Goa Policy, and that saves us the time and effort of teaching the basics of work ethics. Yup! We don't like wasting time on preaching here as there are lots of more important things to do.

We trust you, but request you to read the guidelines below to know what you cannot do at FC Goa.

- Stealing or damaging company property or the property of any of the organizations stakeholders.
- Disclosing confidential information.
- Harassing or bullying others, sexual harassment, use of violent, abusive or intimidating conduct and/or language.
- Physically hurting someone or threatening violence.
- Possessing illegal drugs.
- Misuse of all financial and other entitlements provided by FC Goa.
- Conducting yourself in a manner that is not befitting of FC Goa's brand image during all external and internal events.
- Involving FC Goa in fraudulent deals or conveying a harmful image of FC Goa in public forums.
- Possessing explosives, weapons or firearms.

- Engaging in Gambling, watching pornography, sharing of offensive material or consumption of narcotic substances during working hours or on company property or at official events.
- Consumption of alcohol during working hours without the approval of FC Goa is not permitted. If alcohol is served at any official event, then everyone is welcome to consume it but this will be at the discretion of the management.
- Engaging in any other illegal activity.

The list could go on and on. If you think you're the kind of person who might do something that could be on the above list, do us all a favour and leave now.

What's the right thing to do?

We are sure you know it already, but you can still read below for something you might have missed.

- Be honest and ethical – Always!
- Communicate respectfully with everyone.
- Work Smart– hardwork is not enough.
- Be responsible and act in good faith.
- It's also equally important to act professionally, you will be respected by all.
- Comply with applicable government laws, rules and regulations, if you don't, not only we but the Government will also take actions against you!
- Avoid gossip. Maintain the confidentiality of information entrusted to you by us. Don't forget we trust you.
- Protect and ensure the proper use of company assets, brand, physical, financial & intellectual assets.



About the Foundation

Forca Goa Foundation



FORCA GOA
FOUNDATION

The Forca Goa Foundation was created with the aim of building a robust football ecosystem for children. Conceived in 2017, the Foundation has its beginnings in ISL club, FC Goa's grassroots football programme - the experience of which shaped the understanding that there is a need for focusing on football at the grassroots level.

What is grassroots football? Grassroots football is organised football for children under the age of 12 - where the young players grow up playing the game locally and regularly in a safe, inclusive environment. Grassroots development supports the building of a strong culture around the game.



Akshay Tandon

Founder and Non-Executive chairman of the Forca Goa Foundation. President, FC Goa



Derrick Pereira

Technical director at the Forca Goa Foundation and FC Goa



Nathaniel D'Costa

Senior Manager - Community Football



Ishita Godinho

Community Development & Communications Manager



Khushal Palicha

Lead - Operational Strategy & Marketing



Shivangini Tandon

Communications Consultant



Rushika Soni
Marketing Executive



Hemant Mistry
Programme Co-ordinator



Vinay K. Ganeshan
Junior Graphic Designer



Jhonal Rodrigues
Programme Co-ordinator South



JOSMO & SO LLP.

We believe that good design is the foundational fabric of a happy life. It ensures efficiency, functionality, and aesthetic value that controls the way people feel and therefore the choices that they make. We believe good design enhances life by providing solutions to problems that people face. And hence we are **Global in mind & Indian at heart** with our focus on promoting bespoke Indian craftsmanship and creating sustainable products.

Fashioning artisanal furniture is like crafting a vision. They both require the same ingredients. Imagination. Time. Art. Thankfully, we found all three a decade ago. From being a pure design studio to a furniture manufacturer, we work with myriad ideas, designs, craftsmen to create seamless space solutions. Be it the hospitality industry, real-estate projects, commercial and co-working spaces, we frame, create and innovate every day, by the hour.

JOSMO

WE TELL NEW STORIES EVERY DAY THROUGH OUR DESIGNS

Every space has a story behind it. We are happy to have created hundreds of them over the last decade. Be it through our limitless gamut of functional furniture pieces for interior designers and architects to a spectrum of interior styling solutions for leading enterprises. Not just businesses, we have also created bespoke made-to-measure furniture for palatial bungalows and designed boutique hospitality projects. Not to forget, we have supplied urbane furniture to startups and coworking spaces. Though our base is in Goa, we are now an intrinsic part of various ambiances and spaces of leading Indian and global brands.

We are a masterful crew of architects, designers, craftsmen, and material specialists. All working in sync at every stage. Right from conceptualizing to manufacturing and finally delivering the product in the right space and time. All thanks to our exclusive design-build specialist's functional furniture pieces and a state-of-the-art production facility.

Josmo offers you a rare combination of a design studio and an expansive furniture foundry working in tandem under the same roof. That means a large pool of old hands and young blood that offer Impeccable design and aesthetics and thoughtful value-engineering.

PRESS



Good Homes
(April 2021)



Good Homes
(Jan 2021)



Elle Decor Focus
(Oct - Nov 2020)



Alliteration
Elle Decor(Oct - Nov 2020)



Asian Paints Colour Next
Look Book(2019)



Cast In White
Elle Decor(June-July 2019)



The Isprava Insider
Edition 2 (2019)



Architectural Digest
Design Show
(December 2018)



Architectural Digest
(December 2018)



Decor Wishlist
Elle Decor (Oct - Nov 2018)



India Today Home
(October 2018)



Architectural Digest
(September 2018)



INSPIRED BY ARCHITECTURE

Mondo (Jul - Aug 2018)



Makers of India

Vogue India (July 2018)



The Right Ingredient

Good Homes (Apr 2018)



From Bacterial purses to Artisan Barstools

Live Mint (Mar 2018)



Comfortably Green

Elle Decor (Feb 2018)



Home and Design Trends

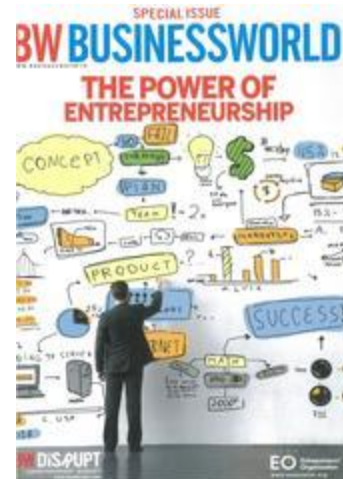
Designers Digest - Make for
India (Oct 2017)



**Destined to
DesigniDecorama (June
2017)**



**Magic In Her Fingertips
Interiors India (May 2017)**



**Business World
(Feb 2017)**



**AD DiscoverArchitectural
Digest (Sept 2016)**



**Winner of Best Interior
Design (Hospitality)**

**Acetech Alpha Awards (Aug
2016)**



**AD DiscoverArchitectural
Digest (May - June 2016)**



Between The LinesGood
Homes (Apr 2016)



DeconstructArchitectural
Design (Mar - Apr 2016)



Designing Between The
LinesForbes Magazine (Nov
- Dec 2015)



Urban Eye
Elle Decor(Oct 2015)



AD DiscoverArchitectural
Digest (Oct 2015)



AD DiscoverArchitectural
Digest (Jul - Aug 2015)



The Modern Aesthete
Sunday Standard (Jul 2015)



My Space: Anjali
ModyHome Review (Jun 2015)



Furniture That Fits
Pool 48 Magazine (Jun 2014)



The Organ Console
Indian Architect & Builder (Apr 2014)



Decor People
Elle Decor (Jun - Jul 2013)



Mixed Signals
Architectural Digest (May - Jun 2013)



Home ProfileIndia Today
Homes (May 2013)



AD DiscoverArchitectural
Digest (Mar - Apr 2013)



Good HomesTrends 2013
(Jan - Feb 2013)



DECOR BUZZELLE Decor
(Dec 2012 - Jan 2013)

Hierarchy at JOSMO



ANJALI MODY

CEO & CREATIVE HEAD



ANTHONY KOROLIA

HEAD OF OPERATIONS



MAHAFRIN RUSTOMJEE

SENIOR PRODUCT DESIGNER



JAYANTIKA BHATIA

CLIENT SERVICING LEAD/BRAND STRATEGIST



SUMEDHA DESSAI

ACCOUNTS MANAGER



VAIBHAV SAWANT

ACCOUNTS EXECUTIVE



GABRIEL JOSE D'SOUZA

INVENTORY & LOGISTICS MANAGER



SUPRIYA AROLKAR

SALES EXECUTIVE



JONAS FRANK FERNANDES

PROCUREMENT MANAGER



ANWAR SULLAD

FACTORY MAINTENANCE ENGINEER



NOAH ABRAHAM

JR PRODUCT DESIGNER



SARVESH VELINGKAR

DESIGN ENGINEER



MOHIT SINGH AHLAWAT
ASSISTANT MANAGER | PRODUCTION



SHUBHAM PATHAK
MANAGER | PRODUCTION



Myra Mall Management Company Private Limited is an unlisted private company incorporated on 09 March, 2006. It is classified as a private limited company and is located in Mumbai City, Maharashtra. It's authorized share capital is INR 2.50 cr and the total paid-up capital is INR 2.47 cr.

Myra Mall Management Company's operating revenues range is Under INR 1 cr for the financial year ending on 31 March, 2015. It's EBITDA has decreased by -28.13 % over the previous year. At the same time, it's book network has decreased by -71.91 %. Other performance and liquidity ratios are available here.

The current status of Myra Mall Management Company Private Limited is - Active.

The last reported AGM (Annual General Meeting) of Myra Mall Management Company Private Limited, per our records, was held on 30 December, 2020. Also, as per our records, its last balance sheet was prepared for the period ending on 31 March, 2020.

Myra Mall Management Company Private Limited has four directors - Hardik Vinay Dhebar, **Jaydev Mukund Mody**, and others.

The Corporate Identification Number (CIN) of Myra Mall Management Company Private Limited is U52190MH2006PTC160415. The registered office of Myra Mall Management Company Private Limited is at 132, Bayside Mall, 1st Floor, Haji Ali, Tardeo,, Mumbai, Mumbai City, Maharashtra.

After Jaydev Mody joined the company as a director, he handed the company to his son-in-law Akshay Tandon who is the owner and the president at FC Goa.

Directors of MYRA MALL MANAGEMENT COMPANY PRIVATE LIMITED

Director Identification Number	Name	Designation	Date of Appointment
02225595	FARZANA DARAYUS MOJGANI	Director	09 July 2012
00234797	JAYDEV MUKUND MODY	Additional Director	03 June 2021
02011632	ASHISH KIRAN KAPADIA	Director	09 July 2012
00046112	HARDIK VINAY DHEBAR	Director	09 July 2012

My Learnings:

I am happy to be associated with 3 different industries which will enhance my career. The Sports Industry, Fashion and Manufacturing Industry, and Real Estate Industry.

It's not just FC GOA, it's JOSMO, and Myra Mall Real estate, three separate companies under one umbrella with HR and IT shared services.

The HR Team Comprises of 3 Members; Mayuri Desai, Shymesh Mukund and Me. Mayuri is the Head - Human Resource and comes with over 15 years of experience in the industry. I feel lucky to be under her guidance. She oversees all 3 companies as a whole and guides us with the best of her abilities. Shymesh is a new recruit and has 3 years of experience. He is the Sr Executive - Human Resources. He handles Josmo & So LLP exclusively, and finally me; Human Resources - Executive. I mainly handle FC GOA, Forca Goa foundation and Myra Real Estate. Let's get into the details of my role.

Baby steps-

Entering a new company fully ready to learn, I was assigned the task of **Employee Engagement**. These activities included working on posters for birthdays, work anniversaries, joining announcements using canva, and planning the monthly celebration.

I was in charge of the little things.

Taking a leadership role, HR - Head (Mayuri) gave me the opportunity to explore different HR-related processes. The first task we did together was **Appraisals** for all 3 companies. MYRA MALLS MANAGEMENT was first. Myra is a small company with 7 employees. Mayuri walked me through the process and held my hand as we went step-by-step through the process. Once I grew confident with the role, she was comfortable with handing me the responsibility of taking over the appraisal for the other 2 companies/units, of course with the assistance of the HR team.

We were assigned departments and we each had to follow up with the TIMELINE set before the process was initiated. We successfully completed the process with JOSMO and FC Goa on time. Her experiences helped me to learn quicker, and ofcourse with encouragement and support at every step

After the appraisal process was completed, we had to start preparing the **Increment Letter**. For JOSMO and Myra, that was an easy task since all the staff are on the rolls of the company. We issued them an appraisal letter at the end of the process.

While with FC Goa, most of the employees are retainers and are on either a 1 or 2-year contract basis. After the process, we spent time with **Contract Renewals** and in some cases making new contracts altogether. This gave me the opportunity to draft contracts, which was a new learning for me.

I was also fortunate to have the opportunity to do the initial screening process for **Recruitment**. This experience taught me several things, such as the ability to control my emotions. The Ability to display a sense of Calm and Friendly demeanor around the candidate, and of course the ability to handle and take forward a conversation with a candidate (Conversational skills). I have noticed that there are a few areas in which I need to enhance my skills. Such as when it comes to properly recognising talent. Gaining the Knowledge of the job in question to be confident enough to handle the interview and not just the initial screening process. And the experience in managing people.

I've learned to take into consideration the expectation of the HOD and companies on the whole, while picking the right candidate, but the learning never stops.

The new normal with the Pandemic in any corporation has introduced work from home. I love this; however, working in the office with my colleagues has given me better opportunities to learn about different cultures, working styles thus enhancing my skills, and creating a positive environment for everyone around.

Bringing change.

Mayuri has given us the liberty to be ourselves and bring in new ideas everyday to create a better work environment. The idea here is to elevate the HR department to the next level. Some of our new initiatives during this time were **Payroll, Salary slip, Probation Evaluation Report**, and still to come.

The preparation of **SOP** for transformation from paper to digital was a great learning experience. We worked hard to clip in every bit of knowledge we had to create these procedures. The idea behind doing so was so that the next person who joins our department has a guide into how we function as a department. It keeps us organised and sets a standard we need to follow.

Having interned for 3 months at FC Goa and based on my performance, I was immediately absorbed as a retainer at FC GOA and immediately switched to being on the rolls of the company. Right now my main responsibilities include, **Employee engagement, Recruitment, Payroll processing, Probation Evaluation** and whatever comes to my desk as a new learning experience.

The journey with all 3 companies has been extraordinary, and I look forward to many more great years with them.

CONCLUSION:

The most rewarding part of this internship was being able to draft my own contract as an Executive HR. I am extremely grateful and excited for whatever comes my way.

In review, a service-related business as in the pharmaceutical industry the need for education and training cannot be ignored.

This internship has been an excellent and rewarding experience. I have been able to communicate, network, and connect with so many people. This also enhanced my collaboration skills while interacting with them.

One main thing that I have learned through this internship is time management skills as well as self-motivation. In the beginning, I was skeptical however once I realized what I had to do, I organized my day and work so that I was not overlapping or wasting my hours and had questions ready for when it was the correct time to get/give feedback.

The training enhanced my practical knowledge. Most importantly, I am oriented to the industrial scenario and its many challenges and subtleties. The smooth functioning of a pharma depends to a large extent on the mutual cooperation among its different departments.

Nevertheless, I did enjoy the training to the fullest and am very sure that this training will help me in my future endeavors.

