

INTERNSHIP CERTIFICATE



شركة أريج للزيوت النباتية ومشتقاتها ش.م.ع.م
AREEJ VEGETABLE OILS & DERIVATIVES S.A.O.C.



Date: 10th July 2023

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Surabhi Shrihari Kauthankar** from **Goa Business School, Goa University**, with a Major in **Master of Business Administration**, has successfully completed her Training Program at **Areej Vegetable Oils & Derivatives S.A.O.C.** from **May 14, 2023, to July 10, 2023**. The Training was undertaken by her in the **Human Resources, HSE, and Production Departments**, and during this period she was given training in the following areas:

1. Vision, Mission, and Value of the company; HR organizational structure; and AVOD organizational structure.
2. Entering the data of staff using Pay Manager and Typing the process of employment contracts
3. Explain the process of staff termination reports, interviews, and updating and filling out internship documents on Excel.
4. Prepared types of business letters and Emails and Understood choosing a course and a candidate.
5. Screening resumes and job applications and the recruitment and selection process
6. Prepared a petty cash form for apprentices and interns for a stipend.
7. Calling employees for signatures on employment contracts and calling interns and apprentices to collect their stipend.
8. Prepared the apprentice and intern's data with pivot graphs and tables in Excel.
9. Recorded and updated on Excel about HRA for staff and AVOD accommodation with the filling of cancellation and occupied tenancy agreements.
10. Prepared a certificate of experience.
11. Memorandum of Understanding (MOU) between the organization and the college (negotiations skills)
12. Understand the process of ticketing and Typing offer letters.
13. Understanding the process of visas and ways of entering different types of leave
14. Ministry of manpower-related jobs, Ministry of commerce and industry-related jobs and ROP/Immigration department-related jobs.



15. Job Analysis: Job Description and Job Specification.
16. Schedules the appropriate classroom and prepares the physical setup as necessary.
17. Process of maintaining employee records and HR's external audit—prepared resumes for personal employee record files.
18. Recording employees weight for weight-loss competition
19. Assigned to distribute new residence cards to employees with their signature.
20. Classifying employees, Compensation structure, and Manpower planning
21. HR Training Department Policy and Overview of HR Policy and Processes
22. Employee Handbook and Employee of the Month
23. Attendance tracking in Report Manager
24. Exceptions: employee shift schedule and Report absent check
25. Time sheet making, overtime, and calculating the final attendance report
26. Performance appraisal, Potential appraisal, and Conflict management
27. Conducted an Induction program for new trainees
28. Evacuation procedure at the time of an emergency and HSE policy and procedure
29. Occupational health and safety management system manual
30. Fire extinguisher color code, HSE monthly theme, and updated Contract management file
31. Risk assessment report, first aid boxes received, and inception check
32. Site visit for inception and Prepared near-miss Observation report

Throughout the training, we found her to be sincere, hardworking, and committed. She Conducted a questionnaire and collected data to study "**The impact of high-performance work practices on HR outcomes**". She underwent a test and was found to be result-oriented. We wish her success in her future endeavors.

Sincerely,



Mohamed Yaqoob As' Sariri
HR, Head of the Department

DATE: 30th April 2024

To whom it may concern

This is to certify that **Surabhi Kauthankar** has successfully completed the internship program at Remote Software Solutions Pvt Ltd in the Human Resources Department. The Training period is from 22nd January 2024 till 30th April 2024.

She has completed a project on "A study on Perception, Preferences and Strategies to be implementing L&D initiative"..

Surabhi displayed professional traits during her tenure and managed to complete all assigned tasks as requested. She is hardworking, dedicated and committed.

Yours sincerely,

For Remote Software Solutions Pvt. Ltd.,



Rajiv Antao
General Manager

