

SAHA FOOD PRODUCTS AND CONFECTIONERY

ANANDA NIKETAN COMPLEX, SARISHA ASHRAM MORE, SARISHA, DIAMOND HARBOUR, 24PGS(S) 743368



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GSTN: 19AEDFS7571R1ZZ

Dated: 31.05.2023

TO WHOM IT MAY CONCERN

This is to certify that Ms. Sandipa Nath from St. Aloysius College (Autonomous) Mangalore, has successfully completed her internship at Saha Food Products and Confectionery as a Intern in the Human Resource Department from 1st February 2023 to 31st May 2023.

During the 18 weeks courses of the internship, she has gained several learnings such as maintaining HR data, attendance checking, screening potential employees resumes and application forms to identify suitable candidates to fill companies job vacancies, updating our internal databases with new employee information, including contact details and employment forms, gathered payroll data like leaves, working hours and bank accounts produced and submit reports on general HR activity, preparing offer and termination emails for the candidates, coordinating the employee development plans and performance management.

She developed multiple skills including coordinating daily HR activities, assisted in the recruitment activities, scheduled interviews with candidates, and addressed employee queries about benefits. She had also participated in mental health awareness program, recommend strategies to motivate employees.

Sandipa showed high comprehension capacity, managing assignments with the utmost expertise and exhibiting maximal efficiency, she has also maintained an outstanding professional demeanor and showcased excellent moral character throughout the internship period.

I hereby certify her overall work excellent to the best of my knowledge.

Wishing her the best of luck for her future endeavors.

With Regards

Nandita Das
Senior HR Manager
Saha Food Products And Confectionery

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