

20<sup>th</sup> October 2023

## CERTIFICATE FOR COMPLETION OF INTERNSHIP

This is to certify that Ms. Harshitha Gangadhar Das a student at St. Aloysius college (AIMIT), Mangalore has successfully completed her internship in the capacity of Human Resources Intern from 25<sup>th</sup> September 2023 to 20<sup>th</sup> October 2023.

During the internship period, Harshitha was an integral part of our team and actively contributed to following projects and tasks:

- Coordination for the completion of the online POSH training of a team size of 27.
- Collating of Employee Insurance policies
- Reconciliation of the Leave balance of employees
- Preparation of the PPT presentations for Handbook
- Collating the data for the proposed HRMS

She has demonstrated a high level of dedication and commitment to learning.

Regards

FOR HMS VISION PRIVATE LIMITED

*Archana*

Archana Rajagopalan

Director



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