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JNAN VIKAS MANDAL'S

Mohanlal Raichand Mehta College of Commerce

Diwali Maa College of Science

Amritlal Raichand Mehta College of Arts

Dr. R.T. Doshi College of Computer Science

NAAC Re-Accredited Grade 'A+' (CGPA : 3.31) (3rd Cycle)

Internship Report

Name of Student : SHILPA SHANTARAM ANVEKAR

Class : M.COM PART 1

Roll No : 302

Residential Address : 314 BASANT SOCIETY KUMBHARALI KALWA (W) - 400605

Email ID : anvekarshilpaaajob94@gmail.com

Contact Number : 7021225016

Aadhaar Number : 8139 3239 1004

PAN Number : DALPA1818N

Name of organization/ Institute : Hire Maids

Address of Organization/ Institute : Office no. 105 ,Shree Ram Sadan , Cabin road Thane
400602



JNAN VIKAS MANDAL'S

Mohanlal Raichand Mehta College of Commerce Diwali Maa College of Science Amritlal Raichand Mehta College of Arts Dr. R. T. Doshi College of Computer Science

(Kannada Linguistic Minority)

Plot No.9, Sector 19, Airoli, Navi Mumbai - 400 708.

Affiliated to University of Mumbai

NAAC Reaccredited Grade A+ (CGPA:3.31) (3rd Cycle)

☎ 8591431228

Email: jvm_collegeairoli@yahoo.co.in

Website: www.jnanvikasmandal.com

Ref. No.: JVM/ College/ 24-25/ Stu. | Intern. | 39

Date: 7/6/2024

To,
The Manager
Hire Maids
Thane

Subject: Relieving letter of student

Dear Sir/Madam,

We would like to inform you that Ms. Shilpa S. Anvekar is applying for internship in your esteemed organisation as part of curriculum training for completing is his/her Masters as per the guidelines of University of Mumbai.

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. You are therefore, requested to please issue following guidelines to the concerned student mentor.

- Internship schedule may be prepared and a copy of the same may be sent to us.
- Each student is required to prepare Internship diary and report.
- Kindly check the Internship diary of the student daily.
- Issue instruction regarding working hours during training and maintenance of the attendance record.

You are requested to evaluate the student's performance in our format. We are providing attendance sheet & Supervisor Evaluation of Intern.

The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated, and we shall feel obliged.

Thanking you,

Dr. B. R. Deshpande
I/c Principal

HIRE MAIDS INDIA
5, Shree Ram Sadan Bldg,
Shivaji Nagar, B Cabin Road,
Thane West - 400602.

Suresh

Shilpa Shantaram Anvekar

Email: anvekarshilpaajob94@gmail.com

Mobile: 7021225016

Address: 314, Basant CHS, station road kalwa 400605

Career Objective

Looking for an opportunity where I can upgrade my knowledge and show my skills in commerce field.

Key Skills

- Good communication skill English (both written and oral communication).
- Knowledge in MS Word, PowerPoint.
- Knowledge in Tally and MS Excel. Basic knowledge of accounts.

Educational Qualification

Education	School/University	Passed out Year	Percentage
B.COM	Mumbai university	2021	60.42%
H.S.C	N.G Bedekar college Thane	2018	68.80%
S.S.C	New English school kalwa	2016	88.20%

☆ Certified course in BFSI

Core Strength

- Management and coordination
- Active learning
- Time management
- Self-motivated

Personal Details

Date of Birth : 24 October 2000

Marital Status : Unmarried

Religion : Hindu

Languages Known : English, Hindi, Marathi, Kannada

Place : Kalwa, Thane

Shilpa Shantaram Anvekar



HIRE MAIDS INDIA

SERVICES IN MUMBAI - PUNE - AHMEDABAD - BENGALURU

Week	Task Assigned	Activities Performed	Key Learning's	Additional Remarks
1	1. Creating and Placing Job Ads To Attract Candidates.	Short listing suitable candidates	presentation	Trying to do more effectively
2	2. Receiving Applications, Screening Candidates, and Collecting Applicant Documentation	Reviewing all applications, verifying the documents	effective communication	Additional languages will be beneficial
3	Assisting With Interview, Assessment, and Selection Processes.	guiding the candidates About their job position and work assigned	Assessment and interviewing	confidence in speaking
4	Conducting Reference and Background Checks.	Check their references, for the final selection.	Proper documentation	Rechecking the documents
5	Attending Briefings With HR Management on Shortlisted Candidates.	Conducting final round with Candidates and approving job	Management	Proper attention towards work and managing things

Signature of Industry Supervisor

HIRE MAIDS INDIA

5, Shree Ram Sadan

Shivaji Nagar, B - Cabin Road

Naupada, Thane W, MH- 400601

Swati

**Attendance Sheet**

Name & Address of Organization
 Hire Maids India,
 Office No. 105, Shree Ram Sadan,
 near TBZ Jewellers, B Cabin Road,
 Naupada, Thane West - 400602

Name of the Student	Shilpa Shantaram Anvekar
Roll Number	302
Name of Course	Mcom part 1
Date of Commencement of Training	01/05/2024
Date of Completion of Training	31/05/2024

Month and Year:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	P	P	P	P	P	P
2	P	P	P	A	A	A
3	A	A	A	P	P	P
4	P	P	P	P	P	P
5	P	P	P	P	P	P

- Attendance Sheet should remain affixed in Daily Training Diary. Do not remove or tear it off.
- Holidays should be marked in Red Ink in attendance column. Absent should be marked as 'A' in Red Ink.

Name and Signature with date of Internship Supervisor

HIRE MAIDS INDIA
 5, Shree Ram Sadan
 Shivaji Nagar, B - Cabin Road
 Naupada, Thane W, MH- 400601

Swati



Supervisor Evaluation of Shilpa Anvekar

Student Name: Shilpa shantaram Anvekar

Date: 10 June 2024

Work Supervisor: Swati Mali

Title: Recruiter

Organization: Hire Maids India

Internship Address: Office No. 105, Shree Ram Sadan, B Cabin Road, Naupada, Thane West

Dates of Internship: From 01/05/2024 To 31/05/2024

Please evaluate intern by indicating the frequency with which you observed the following behaviors:

Parameters	Needs Improvement	Satisfactory	Good	Excellent
Behaviors				✓
Performs in a dependable manner				✓
Cooperates with co-workers and supervisors				✓
Shows interest in work				✓
Learns quickly				✓
Shows initiative				✓
Produces high quality work				✓
Accepts responsibility				✓
Accepts criticism				✓
Demonstrates organizational skills				✓
Uses technical knowledge and expertise				✓
Shows good judgment				✓

4.8 Appendix VIII: Student Feedback of Internship

(To be filled by Students after Internship completion)

Student Name: Shilpa Shantaram Anvekar Date: 1/05/2024 to 31/05/2024

Industrial Supervisor: Swati Mali. Title: Recruiter

Supervisor Email: hiremaidsindia@gmail.com

Internship : Unpaid

Organization: Hire Maids India

Internship Address: Office no. 105, Shree Ram Sadan, Cabin road Thane- 400602

Faculty Coordinator: Damini Gawde Department: HR

Dates of Internship: From 1st May 2024 To 31st May 2024

Give a brief description of your internship work (title and tasks for which you were responsible):

Was your internship experience related to your major area of study?

Yes, to a large degree

Yes, to a slight degree ✓

No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field		✓			
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills				✓	
Expanded my knowledge about the work world prior to permanent employment		✓			
Helped me develop my written and oral communication skills		✓			
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)				✓	

- In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?

❖ Yes because i learn how to work effectively.

- How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or Expand beyond your contract? Why were some goals not accomplished adequately?

❖ Yes hesitation due to new work experience.

- In what areas did you most develop and improve?

❖ Communication

- What has been the most significant accomplishment or satisfying moment of your internship?

❖ Computer skill

- What did you dislike about the internship?

❖ No.

- Considering your overall experience, how would you rate this internship? (Circle one).

-Satisfactory/ Good/ Excellent

✓

- Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

❖ Yes overall is very much satisfactory but the time allocation is not much to learn things properly.

Shilpa Shantaram Anvekar

302

13-05-2024