



INTERNSHIP OFFER LETTER

Date: 03/04/2023

Dear Harishree,

Smart Desk is glad to offer you a position as an Intern. At Smart Desk, we feel that our biggest strength is our team. We are confident that you will play a significant role in the organization's overall success, and we wish you the most joyful, productive, and truly meaningful experience with Smart Desk. Your date of joining will be 03/04/2023.

On a brief note, we'd like to inform you that this is an unpaid internship and your tenure as an intern will be 1 month from 3rd April to 30th April 2023. The working days will be from Monday to Saturday. You will be given 2 days of free leave per month. Following completion, you will be issued a Completion Certificate of Internship and a Letter of Recommendation, which will be based on your performance.

Your responsibilities include:

- ♦ Working with senior management and gaining knowledge of firm policies, protocols, and processes. Handling various departments in a firm, such as HR, Marketing, etc.
- ♦ Completing all assigned tasks and assisting with day-to-day operations and solving problems. Preparing documents and updating records, assist in maintaining MS-Excelsheets.
- ♦ Ensure Proper Documentation and training of new employees of different Domains. Communicate effectively with all the management members.

We are delighted to have you on board, and we are optimistic that this cooperation will prove to be valuable. We believe that working in our firm will give you a friendly work environment as well as a rewarding career, and your exceptional competencies will be beneficial to Smart Desk, which will help the firm accomplish its goals.

Kind Regards,



Sign and Seal

Name: Arvind Dhanuka
Designation: Founder



Certificate of Internship

This is to certify that **Harishree (Roll No:2016C41002)**, a **B.Com 2020-23** Batch student of **International School of Management Excellence**, Bengaluru has successfully completed Summer Internship Program in our company, during the period from 3rd April 2023 to 30th April 2023.

Internship Evaluation Form

1	2	3	4	5	6
Needs more training or education	Performing below expectations	Acceptable performance	Above average performance	Superior performance	Not observed

Sl. No.	Criteria	1	2	3	4	5	6
1.	General Workplace Performance:					5	
1.1	Attendance			3			
1.2	Attitude				4		
1.3	Asks appropriate Questions			3			
1.4	Meets deadlines				4		

Sincerely,



Sign and Seal:

Name: Arvind Dhanuka

Designation: Founder