



IMMCO SOFTWARE SOLUTIONS PVT. LTD.

May 30, 2019

TO WHOMSOEVER IT MAY CONCERN

Sub: Internship completion certificate for Ms. Ritika Elizabeth Jose.

This is an **Internship completion certificate** issued to **Ms. Ritika Elizabeth Jose**, Bachelor of Commerce – Computer Application , 2nd Year Student of Sacred Hearts College, Thevara, Kochi-682013, Kerala.

We state on record that **Ms. Ritika Elizabeth Jose** has successfully completed internship in the Human Resource department at IMMCO Software Solutions Pvt. Ltd., Cochin Special Economic Zone, Kakkanad, Kochi. The internship start date was May 02, 2019 and end date May 30, 2019. During the internship; she is been trained in following area.

1. Recruitment
2. Hiring and Induction.
3. Personnel Data Management.
4. Management Information System
5. Employee Referral checks.
6. Employee Satisfaction Survey.
7. Joining Formalities.
8. Employee Welfare.
9. Compensation and Benefit data management.
10. Employee query handling.
11. Familiarization in HRMS online module – Hiring to Exit.
12. Employee Engagement.
13. Office Administration.

During this period, **Ms. Ritika Elizabeth Jose** worked on various areas of testing. **Ms. Ritika Elizabeth Jose** showed lot of promise and skill in her work and we wish her all the very best in her future endeavors.

Yours Sincerely,

For IMMCO Software Solutions Pvt. Ltd.

Athira Raj
Manager Human Resources and Administration.

