



# RABBANI ITI AND JUNIOR COLLEGE

DGET, NCVT & GOVT OF INDIA AFFILIATED COURSES

## EXPERIENCE LETTER

**Dear |**

This is to certify that the mentioned candidate as stated above has completed the internship as "Human Resources Intern" in the Training and Placement Department of Rabbani ITI and Junior College. The duration of the internship program was for One Month and the tenure was from

The candidate worked initially in the capacity of "HR Sourcer". They created a job description and hired candidates for the profile of "HR intern" from "Linkedin". They have been given the responsibility of HR Sourcer, they were performing the task of Sourcing, Screening, Interview Scheduling. They had been taking the preliminary rounds of the interviews too.

During this internship program, they have worked on Online tools like Google Forms, Google Spreadsheets. They have been working in the capacity of MIS Coordinator to manage the data of all the applicants and their status in the internship program.

During this internship program, the candidate was found punctual, hard-working and inquisitive.

We wish them every success of their life

*This is was an Unpaid Internship, The candidate was working from Home.*

*Kind regards,*

**ZUBAIR AMROHI**  
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