INTERNSHIP PRESENTATION

INTERN NAME **:** DAKSHAYINI S
REG NO **:** U03ZW24C0131
DEPARTMENT **:** BCOM
UNIVERSITY **:** St. FRANCIS (AUTONOMOUS)
COMPANY NAME **:** MAINI AREOSPACE
DURATION **:** 1MONTH

Acknowledgment

I express my sincere gratitude to [MAINI AREOSPACE] for providing me the opportunity to intern in the Human Resources Department. I also extend my thanks to my mentor [Mr. Guru Prasad] the HR team, and my College Staff for

Introduction to the Organization

Maini Aerospace focuses not only on manufacturing but also on creating a good work environment for its employees. The company supports learning, safety, and teamwork, which makes it a great place for gaining real-world experience during an internship.

Objective of the Internship

- To understand the role and responsibilities of the HR department.

- Solve employee problems.

- To hire the right people for the job.

- To give training and help employees grow.

HR Department Overview

The HR Department at MAINI AREOSPACE is responsible for managing the employee lifecycle from recruitment to retirement. It is divided into various sub-units such as recruitment, training & development, payroll, compliance, and employee relations.

Functions Include:

- Recruitment & Selection

- Training & Development

- Performance Management

- Employee Engagement

- HR Policy Implementation

- Exit Interviews & Off boarding

<u>Roles and Responsibilities</u>

- Maintaining and updating employee records.

- Supporting internal communication and employee engagement events.

- Candidate selected recording in the excel.

- Collected employee feedback using Google Forms.

Projects Undertaken

1. **Employee Data MGM** – Updated Excel sheets and HR system.

2. **Induction Program** – Supported new employee joining process.

3. **Training Coordination** – Assisted in organizing training events.

4. **Employee Engagement** – Helped with fun and motivational activities.

5. **HR Documentation** – Worked on letters, forms, and file updates.

Key Learnings

- Learned how to support HR tasks professionally.

- Improved communication and teamwork skills.

- Gained experience in recruitment and data handling.

- Understood the use of Excel and HR software.

- Built confidence working in an office environment

Challenges Faced

- Understanding HR software tools initially.

- Managing time during busy days.

- Learning to handle confidential data responsibly.

Conclusion

The internship was a valuable learning journey. It gave me real experience of HR responsibilities and taught me how companies manage people. I thank Maini Aerospace and St. Francis College for this opportunity.