



# **INTERNSHIP REPORT**

## **Codeiox Edutech Private Limited**

**Prepared by:**

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# Experience Overview

- I had an incredible experience at Codeiox Edutech Pvt. Ltd. This program exceeded all my expectations.
- The company assists students like me to get professional training programs, mentorship and internships.
- The employees and managers at the company are great. From the start of the program to the end, you will keep learning.
- The mentors did an exceptional job of explaining complex concepts with clarity.
- Our mentor, in the training period, Ms. Riddhi Gupta, made sure that every single one of us understood the material completely.
- I was given various tasks by Mahesh Sir and Vaibhav Sir in the internship period. They guided me along the way to be able to do these tasks accordingly.

# **Benefits of the program**

- **Hands-on Experience**

The program provides a real-world experience by allowing interns to work on actual HR tasks such as hiring, interviews, etc.

- **Skill Development**

The program helped me develop key skills like communication, negotiation, ability and skills to meet deadlines and time- bound tasks.

- **Mentorship**

I got to work closely with HR professionals (Mr. Mahesh Babu) and I gained valuable mentorship, feedback and guidance.

- **Insights into Corporate Culture**

This internship helped gain an understanding of how HR plays an important role in shaping and maintaining the company's culture.

- **Problem Solving**

It helped me solve problems that HR faces such as conducting various recruitment drive, and fill necessary positions in the company.

- **Enhanced learning and Development**

This training and internship program combined theoretical knowledge with practical application as well, making concepts clearer.

- **Resume Building**

This program provides strong resume credentials, showcasing practical HR experience to future employers.

# **Roles and responsibilities**

During the internship, I was assigned with the following tasks and responsibilities :

- Attendance record and maintenance
- Posting jobs online
- Engage in conversations with potential candidates
- Making lists of selected candidates
- Interview Scheduling
- Create Offer Letters
- Scan resumes

# Learning Outcomes

By completing this training and internship program, I achieved the following learning outcomes:

- **Communication Skills**

By engaging in conversations with mentors, potential candidates, HR managers and the team, the program boosted my communication skills.

- **Human Resources Skills**

By performing various human resources tasks, such as job posting, attendance records, etc.

- **Understanding organizational culture**

The program helped me get insights into the organization culture, employee relations, and how the business works in the industry.

- **Experience in the field**

It helped me gain experience in the Human Resources department of the organization and how it plays an important role in the company.

## **Challenges**

I did not face any problems in the internship. Any challenge faced is only a learning step.

It was a new experience and adapting to the change did take time.

At first, learning daily, engaging in interesting contents, completing assignments, helped to make concepts clearer and clearer.

Then, applying this knowledge practically, helped to gain valuable experience.