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Welcome to Mobitel Internship Program - Important Information Guide

1 message

Mobitel Intern Management System <anudinigunarathna2025@gmail.com>
To: sandisa.damiru@gmail.com

Mon, Apr 28, 2025 at 11:03 AM

Dear undefined,

Thank you for your interest in the Sri Lanka Telecom Mobitel Internship Program. This email contains comprehensive information about our program and what you can expect.

About Mobitel Internship Program:

- Duration: undefined months
- Location: Mobitel Head Office and Regional Centers
- Schedule: Monday to Friday, 8:30 AM - 5:00 PM
- Stipend: As per company policy
- Available Departments: Technical, Marketing, Finance, HR, Customer Service, and IT

Program Benefits:

1. Hands-on industry experience
2. Mentorship from experienced professionals
3. Technical and soft skills development
4. Networking opportunities
5. Certificate upon successful completion
6. Potential for future employment opportunities

Required Documents:

- Updated CV
- Academic transcripts
- Letter of recommendation
- Copy of NIC/Passport
- Passport size photograph
- University/Institute certification letter
- Insurance documents (if applicable)

Training Areas:

- Technical Skills Development
- Professional Communication
- Project Management
- Team Collaboration
- Industry Best Practices
- Leadership Development

Selection Process:

1. Initial Application Review
2. Online Assessment (if applicable)
3. Technical Interview
4. HR Interview
5. Final Selection
6. Document Verification
7. Onboarding

Program Rules & Guidelines:

- Regular attendance is mandatory
- Professional dress code must be followed
- Confidentiality agreement must be signed
- Monthly progress reports are required
- Participation in team meetings and projects
- Compliance with company policies

Available Resources:

- Learning Management System
- Technical Libraries
- Training Materials
- Mentorship Program
- Online Courses
- Company Resources

Contact Information:

- HR Department: [Email/Phone]
- Technical Support: [Email/Phone]
- Program Coordinator: [Email/Phone]
- Emergency Contact: [Phone]

Useful Links:

- Intern Portal: [URL]
- Company Website: [URL]
- Learning Resources: [URL]
- Company Policies: [URL]

Additional Information:

- Transportation facilities available from major locations
- Cafeteria facilities at subsidized rates
- Access to company recreational facilities
- Opportunity to participate in company events
- Healthcare facilities as per company policy

We encourage you to carefully review all the information provided above. If you have any questions or need clarification, please don't hesitate to contact our HR department.

Best regards,
HR Department
Sri Lanka Telecom Mobitel

This is an official communication from Sri Lanka Telecom Mobitel. Please save this email for future reference.

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