Chat with: Muskan .

Time: 2024-12-24T14:55:13.584Z
Message: [1735051466] Isha Gupta: No need to edit.
We already sent an offer letter

<<< Thank you so much ma'am Ø=ÞO

Sender: Muskan .
Time: 2024-12-24T14:54:38.739Z
Message: [1735051466] Isha Gupta: No need to edit.
We already sent an offer letter

<<< ma'am, I was not feeling well, due to which I could not see the message or respond. Sorry ma'am.

Sender: Unknown
Time: 2024-12-24T14:44:25.114Z
Message: No need to edit.
We already sent an offer letter

Sender: Muskan .
Time: 2024-12-24T14:43:35.991Z
Message: –‰h december? Or tomorrow?

Sender: Muskan .
Time: 2024-12-24T14:43:22.517Z
Message: [1735019474] Isha Gupta: Hello Muskan
Hope you edit an offer letter and test, if yes then share with me for cross checking.

<<< ma'am when should I write the date in the offer letter?

Sender: Muskan .
Time: 2024-12-24T14:26:25.054Z
Message: [1735020607] Isha Gupta: Can you pls tell me the name of the candidate who is going to join the upcoming week.

<<< Ok ma'am just a minute check the excel sheet

Sender: Muskan .
Time: 2024-12-24T14:25:48.019Z
Message: [1735019474] Isha Gupta: Hello Muskan
Hope you edit an offer letter and test, if yes then share with me for cross checking.

<<< Hello Isha ma'am

Time: 2024-12-24T06:10:06.331Z
Message: Can you pls tell me the name of the candidate who is going to join the upcoming week.

Time: 2024-12-24T05:56:36.384Z
Message: Before doing all this step of composing, make sure to check out whether we have sent an offer letter before also.
If an offer letter is already sent by someone then we no need to send her again okay

Time: 2024-12-24T05:53:56.189Z
Message: Click on the link, write username and password then log in. Afterward you have to open the mailbox.
Click on the compose icon > write mail of candidates> click on + button on the right side of candidate mail > select cc > add pankaj.centennialinfotech@gmail.com > subject will be " offer letter " > copy paste your text that you edited > add your doc of an offer letter and then send it.

Time: 2024-12-24T05:51:20.204Z
Message: https://centennialinfotech.com/webmail Ð
Username: mailto:hr@centennialinfotech.com Ð
Password: #SRndpU7+6#N

Time: 2024-12-24T05:51:13.335Z
Message: Hello Muskan
Hope you edit an offer letter and test, if yes then share with me for cross checking.

Time: 2024-12-23T11:44:24.411Z
Message: Okay

Time: 2024-12-23T11:43:53.978Z
Message: [1734954133] Isha Gupta: Did Bhavya message you?

<<< Yes ma'am

Time: 2024-12-23T11:43:44.903Z
Message: [1734954112] Isha Gupta: Hello Muskan

<<< Hello Isha ma'am

Sender: Unknown
Time: 2024-12-23T11:42:12.289Z
Message: Did Bhavya message you?

Sender: Unknown
Time: 2024-12-23T11:41:51.536Z
Message: Hello Muskan

Sender: Muskan .
Time: 2024-12-23T04:53:43.521Z
Message: [1734928573] Isha Gupta: Muskan today I'm not available till 5 o'clock.
Bhavya will report today to Pankaj sir, but till now he doesn't have sir I'd so "u have to send pankaj sir I'd to bhavya through Skype."

<<< Ok ma'am I'll send

Sender: Unknown
Time: 2024-12-23T04:31:34.63Z
Message: Yeah done.

Sender: Muskan .
Time: 2024-12-23T04:52:25.229Z
Message: [1734928640] Isha Gupta: Also send your I'd with me over my WhatsApp no. 7983038511
This is my WhatsApp no.

<<< Skype I'd or email I'd?

Sender: Unknown
Time: 2024-12-23T04:37:19.833Z
Message: Also send your I'd with me over my WhatsApp no. 7983038511
This is my WhatsApp no.

Sender: Unknown
Time: 2024-12-23T04:36:48.752Z
Message: Here is pankaj sir I'd just click on the arrow n send it to him.

Sender: Unknown
Time: 2024-12-23T04:36:20.253Z
Message: No Content

Sender: Unknown
Time: 2024-12-23T04:36:11.324Z
Message: Muskan today I'm not available till 5 o'clock.

Bhavya will report today to Pankaj sir, but till now he doesn't have sir I'd so "u have to send pankaj sir I'd to bhavya through Skype."

Sender: Unknown
Time: 2024-12-23T04:31:43.677Z
Message: C!RiP1}Z40X1CENTINTER

Sender: Muskan .
Time: 2024-12-23T04:29:06.42Z
Message: Yes ma'am done

Sender: Unknown
Time: 2024-12-23T04:28:50.528Z
Message: 82

Sender: Unknown
Time: 2024-12-23T04:28:37.765Z
Message: Firstly I need to click yes then jo no. Ayega vo mein bta dungi

Sender: Unknown
Time: 2024-12-23T04:28:17.77Z
Message: Okay

Sender: Muskan .
Time: 2024-12-23T04:28:01.452Z
Message: [1734928057] Isha Gupta: U got some mail.

<<< Yes ma'am but can't be open try once More ma'am

Sender: Unknown
Time: 2024-12-23T04:27:36.596Z
Message: U got some mail.

Sender: Unknown
Time: 2024-12-23T04:27:28.362Z
Message: Click on 71 no.

Sender: Muskan .
Time: 2024-12-23T04:27:27.762Z
Message: Try it ma'am

Sender: Muskan .

Time: 2024-12-23T04:27:09.743Z

Message: [1734928018] Isha Gupta: Do one thing. I will try from my side.

<<< Ok ma'am

Time: 2024-12-23T04:26:57.719Z

Message: Do one thing. I will try from my side.

Time: 2024-12-23T04:26:29.715Z

Message: Still not working.

Sender: Muskan .
Time: 2024-12-23T04:26:25.444Z

Message: Muskan .Isha Gupta

Sender: Muskan .
Time: 2024-12-23T03:59:45.266Z

Message: No Content

Sender: Muskan .
Time: 2024-12-23T04:26:05.972Z

Message: No Content

Sender: Muskan .
Time: 2024-12-23T04:25:52.099Z

Message: Ma'am can you try please

Sender: Muskan .
Time: 2024-12-23T04:25:42.433Z

Message: Same password as a gmail password

Sender: Muskan .
Time: 2024-12-23T04:25:28.563Z

Message: Skyps e-mail bhavya.centennialinfotech@gmail.com
Password= CIRIP1}Z40X1CENTINTER

Sender: Muskan .
Time: 2024-12-23T04:14:55.498Z

Message: No Content

Sender: Muskan .
Time: 2024-12-23T04:24:17.08Z

Message: No Content

Sender: Muskan .
Time: 2024-12-23T04:14:26.388Z
Message: No Content

Sender: Muskan .
Time: 2024-12-23T04:24:12.064Z
Message: No Content

Sender: Muskan .
Time: 2024-12-23T03:59:52.203Z
Message: C!RIP1}Z40X1CENTINTER

Sender: Muskan .
Time: 2024-12-23T03:55:59.933Z
Message: [1734926139] Isha Gupta: No worries just go for reset password

<<< Ok

Sender: Muskan .
Time: 2024-12-23T03:55:46.092Z
Message: Bhavya gmail notification came in my mobile

Sender: Unknown
Time: 2024-12-23T03:55:38.861Z
Message: No worries just go for reset password

Sender: Unknown
Time: 2024-12-23T03:55:26.955Z
Message: No it still shows incorrect

Sender: Unknown
Time: 2024-12-23T03:53:46.417Z
Message: Okay Wait

Sender: Muskan .
Time: 2024-12-23T03:53:17.718Z
Message: Just try one time

Sender: Muskan .
Time: 2024-12-23T03:53:06.64Z
Message: [1734925945] Isha Gupta: To view this shared photo, go to: https://login.skype.com/login/sso?go=xmmfallback?pic=0-jhb-d3-a89ac6049451246ad4f0f8218bfe9788

<<< After } symbol can you give space?

Time: 2024-12-23T03:52:20.767Z
Message: Look.

Time: 2024-12-23T03:52:20.686Z
Message: To view this shared photo, go to: https://login.skype.com/login/sso?
go=xmmfallback?pic=0-jhb-d3-a89ac6049451246ad4f0f8218bfe9788

Sender: Muskan .
Time: 2024-12-23T03:52:01.181Z
Message: Muskan .71.313Isha Gupta71.313

Sender: Muskan .
Time: 2024-12-23T03:50:50.068Z
Message: Muskan .Isha Gupta

Sender: Muskan .
Time: 2024-12-23T03:50:33.186Z
Message: [1734892166] Isha Gupta: Bhavya said the password was incorrect, pls
check it again or reset the password.

<<< Gmail or skype??

Sender: Muskan .
Time: 2024-12-23T03:50:07.612Z
Message: To view this shared photo, go to: https://login.skype.com/login/sso?
go=xmmfallback?pic=0-jhb-d6-10ee5c354443f921c808defcedcff589

Sender: Muskan .
Time: 2024-12-23T03:49:26.263Z
Message: [1734892166] Isha Gupta: Bhavya said the password was incorrect, pls
check it again or reset the password.

<<< Ma'am it's right password I'll share you screenshot

Time: 2024-12-23T03:38:29.966Z
Message: Hello Muskan
Have you checked it?

Time: 2024-12-22T18:29:25.015Z
Message: Bhavya said the password was incorrect, pls check it again or reset the
password.

Sender: Muskan .
Time: 2024-12-22T08:10:43.722Z
Message: Next candidate name ma'am??

Sender: Muskan .
Time: 2024-12-22T07:59:11.181Z
Message: No Content

Sender: Muskan .
Time: 2024-12-22T08:10:40.487Z
Message: No Content

Sender: Muskan .
Time: 2024-12-22T07:59:11.326Z
Message: No Content

Sender: Muskan .
Time: 2024-12-22T08:10:38.096Z
Message: No Content

Sender: Muskan .
Time: 2024-12-22T07:59:10.385Z
Message: No Content

Sender: Muskan .
Time: 2024-12-22T08:10:35.471Z
Message: No Content

Sender: Muskan .
Time: 2024-12-22T07:59:10.807Z
Message: No Content

Sender: Muskan .
Time: 2024-12-22T08:10:33.752Z
Message: No Content

Sender: Muskan .
Time: 2024-12-22T07:59:10.326Z
Message: No Content

Sender: Muskan .
Time: 2024-12-22T08:10:31.377Z
Message: No Content

Sender: Muskan .
Time: 2024-12-22T07:59:11.583Z

Message: No Content

Time: 2024-12-22T08:10:25.736Z
Message: No Content

Sender: Muskan .
Time: 2024-12-22T08:10:16.644Z
Message: Okay ma'am

Sender: Unknown
Time: 2024-12-22T08:03:17.065Z
Message: No you don't need to send me all the ss.

Sender: Unknown
Time: 2024-12-22T08:02:44.662Z
Message: Okay great.

Sender: Muskan .
Time: 2024-12-22T07:57:59.837Z
Message: No Content

Sender: Muskan .
Time: 2024-12-22T07:58:53.098Z
Message: No Content

Sender: Muskan .
Time: 2024-12-22T07:58:00.007Z
Message: No Content

Sender: Muskan .
Time: 2024-12-22T07:58:50.754Z
Message: No Content

Sender: Muskan .
Time: 2024-12-22T07:57:59.94Z
Message: No Content

Sender: Muskan .
Time: 2024-12-22T07:58:48.333Z
Message: No Content

Sender: Muskan .
Time: 2024-12-22T07:58:00.149Z
Message: No Content

Sender: Muskan .
Time: 2024-12-22T07:57:40.251Z
Message: Ma'am I have done

Sender: Muskan .
Time: 2024-12-22T07:43:29.399Z
Message: Thank you ma'am

Sender: Unknown
Time: 2024-12-22T07:40:50.167Z
Message: Open your gmail account > click add to another account > click on Google > create (for work purpose) > write first and second name of candidate (if you don't know second name no issue leave it otherwise use fullstop) > dob : 1-04-2000 no matter what is the actual dob and filll the gender > mail address should in form (nameofmailto:candidate.centennialinfotech@gmail.com) > use password (C!RiP1}Z40X1CENTINTER) > continue / agree Đ
Here you got it. Đ
Đ

For skype :
Đ
Open skype > click create one (below side) > click on use email instead > write mail > Password (C!RiP1}Z40X1CENTINTER)> further info like dob (that will be same) > complete verification Đ
And now your Skype account is also created

Time: 2024-12-22T07:43:10.835Z
Message: Open your gmail account > click add to another account > click on Google > create (for work purpose) > write first and second name of candidate (if you don't know second name no issue leave it otherwise use fullstop) > dob : 1-04-2000 no matter what is the actual dob and filll the gender > mail address should in form (nameofmailto:candidate.centennialinfotech@gmail.com) > use password (C!RiP1}Z40X1CENTINTER) > continue / agree Ð
Here you got it. Ð
Ð

For skype :
Ð
Open skype > click create one (below side) > click on use email instead > write mail > Password (C!RiP1}Z40X1CENTINTER)> further info like dob (that will be same) > complete verification Ð
And now your Skype account is also created

Sender: Muskan .
Time: 2024-12-22T07:40:42.809Z
Message: [1734853206] Isha Gupta: For now I only want the login credentials (gmail & skype account) with the name of "Bhavya"
Password and dob is already mentioned.
Inform me when you complete this.

<<< Okay ma'am I'll try it

Sender: Unknown
Time: 2024-12-22T07:40:04.154Z
Message: For now I only want the login credentials (gmail & skype account) with the name of "Bhavya"
Password and dob is already mentioned.
Inform me when you complete this.

Sender: Muskan .
Time: 2024-12-22T07:39:58.468Z
Message: [1734853122] Isha Gupta: I already sent you the instructions

<<< Can you please resend me ?

Sender: Muskan .
Time: 2024-12-22T07:39:15.862Z
Message: [1734853140] Isha Gupta: No leave the offer letter.

<<< Ok

Sender: Muskan .
Time: 2024-12-22T07:38:59.11Z
Message: [1734853122] Isha Gupta: I already sent you the instructions

<<< Okay ma'am

Sender: Unknown
Time: 2024-12-22T07:38:59.307Z
Message: No leave the offer letter.

Sender: Unknown
Time: 2024-12-22T07:38:41.296Z
Message: I already sent you the instructions

Sender: Muskan .
Time: 2024-12-22T07:38:36.968Z
Message: Yesterday I make offer letter I'll edit the date the offer letter will send today?

Sender: Unknown
Time: 2024-12-22T07:38:31.9Z
Message: Gmail and skype account

Sender: Muskan .
Time: 2024-12-22T07:38:04.689Z
Message: [1734852916] Isha Gupta: If you have time today then pls create a login credentials with the name of "bhavya"
Go through with the instructions and if you are stuck anywhere then feel free to ask me.

<<< Ma'am how to create a login credentials of the candidate?

Sender: Muskan .
Time: 2024-12-22T07:36:55.613Z
Message: Hlo Isha ma'am

Sender: Unknown
Time: 2024-12-22T07:35:14.455Z
Message: If you have time today then pls create a login credentials with the name of "bhavya"
Go through with the instructions and if you are stuck anywhere then feel free to ask me.

Sender: Unknown
Time: 2024-12-22T07:34:13.614Z
Message: Hello Muskan

Sender: Muskan .
Time: 2024-12-21T13:22:22.942Z
Message: [1734787235] Isha Gupta: Till now you can leave this.

<<< Okay ma'am then I leave this

Sender: Unknown
Time: 2024-12-21T13:22:10.542Z
Message: No prblm

Sender: Muskan .
Time: 2024-12-21T13:21:59.526Z
Message: Thank you

Sender: Muskan .
Time: 2024-12-21T13:21:56.694Z
Message: [1734787302] Isha Gupta: Sir only told me to guide you about this and sending an offer letter.

<<< Okay ma'am

Sender: Unknown
Time: 2024-12-21T13:21:39.09Z
Message: Sir only told me to guide you about this and sending an offer letter.

Sender: Muskan .
Time: 2024-12-21T13:21:09.507Z
Message: [1734787259] Isha Gupta: If pankaj sir allot you any work then you can do that.

<<< Ok

Sender: Unknown
Time: 2024-12-21T13:20:56.713Z
Message: If pankaj sir allot you any work then you can do that.

Sender: Unknown
Time: 2024-12-21T13:20:32.079Z
Message: Till now you can leave this.

Sender: Muskan .
Time: 2024-12-21T13:20:26.772Z
Message: No Content

Sender: Muskan .

Time: 2024-12-21T13:20:33.661Z
Message: No Content

Sender: Muskan .
Time: 2024-12-21T13:20:13.631Z
Message: [1734787094] Muskan .: Okay , Should I write tomorrow's date in it?

<<< Should I write tomorrow's date in it??

Sender: Muskan .
Time: 2024-12-21T13:19:51.441Z
Message: [1734787179] Isha Gupta: Rn I'm not able to pick up the call.

<<< Okay ma'am

Sender: Unknown
Time: 2024-12-21T13:19:35.295Z
Message: Rn I'm not able to pick up the call.

Sender: Muskan .
Time: 2024-12-21T13:19:25.669Z
Message: Muskan .Isha Gupta

Sender: Muskan .
Time: 2024-12-21T13:18:12.609Z
Message: [1734786985] Isha Gupta: Is this the joining date?

<<< Okay , Should I write tomorrow's date in it?

Sender: Unknown
Time: 2024-12-21T13:17:21.098Z
Message: We will send all the offer letters tomorrow.

Sender: Unknown
Time: 2024-12-21T13:16:19.357Z
Message: Is this the joining date?

Sender: Muskan .
Time: 2024-12-21T13:07:39.547Z
Message: Muskan .Isha Gupta

Sender: Muskan .
Time: 2024-12-21T10:57:16.564Z
Message: Muskan .Isha Gupta

Sender: Muskan .

Time: 2024-12-21T10:22:54.788Z
Message: Hlo Isha Gupta mam

Sender: Muskan .
Time: 2024-12-21T10:12:17.113Z
Message: Hi Surya BBG,

Greetings from Centennial InfoTech!

I hope this email finds you well. We are pleased to offer you a 1-months internship (Part-time) position with our Organization, and we believe you will make a valuable contribution to our team.

Internship Details:

Position: HR Intern
Duration: 1 months
Department: Human Resource Department
Location: Remote
Supervisor: Pankaj
Internship Type: Unpaid

Please review the attached internship agreement for further details regarding the terms and conditions of your internship. If you agree with the terms, kindly sign and return the agreement asap.

We look forward to having you on our team and seeing you grow in your role.

Thanks, and Regards

Muskan
HR Department
Centennial Infotech
C-124, Second Floor, VIII, Phase-8, Industrial Area, Sector 73,
Sahibzada Ajit Singh Nagar, Punjab 140308

Sender: Muskan .
Time: 2024-12-21T10:11:53.502Z
Message: Hi Anghuma N Ganguli,

Greetings from Centennial InfoTech!

I hope this email finds you well. We are pleased to offer you a 2-months internship (Part-time) position with our Organization, and we believe you will make a valuable contribution to our team.

Internship Details:

Position: HR Intern
Duration: 2 months
Department: Human Resource Department
Location: Remote
Supervisor: Pankaj
Internship Type: Unpaid

Please review the attached internship agreement for further details regarding the terms and conditions of your internship. If you agree with the terms, kindly sign and return the agreement asap.

We look forward to having you on our team and seeing you grow in your role.

Thanks, and Regards

Muskan
HR Department
Centennial Infotech
C-124, Second Floor, VIII, Phase-8, Industrial Area, Sector 73,
Sahibzada Ajit Singh Nagar, Punjab 140308

Sender: Muskan .
Time: 2024-12-21T10:11:05.919Z
Message: To view this file, go to: https://login.skype.com/login/sso?
go=webclient.xmm&docid=0-jhb-d11-394fec06e23cec4d863db9d4192eba7c

Sender: Muskan .
Time: 2024-12-21T10:10:58.889Z
Message: To view this file, go to: https://login.skype.com/login/sso?
go=webclient.xmm&docid=0-jhb-d6-7ae876fe74f089db6fe54081ebbb6f9a

Sender: Muskan .
Time: 2024-12-21T10:10:54.061Z
Message: To view this file, go to: https://login.skype.com/login/sso?
go=webclient.xmm&docid=0-jhb-d8-4cb47d37c65fc64f312b5bf08ceae804

Sender: Muskan .
Time: 2024-12-21T10:10:47.087Z
Message: To view this file, go to: https://login.skype.com/login/sso?
go=webclient.xmm&docid=0-jhb-d12-d34549e134db1d1870d67d58e7f8fb84

Sender: Muskan .

Time: 2024-12-21T10:04:03.505Z
Message: Hi Ajay Kumar Saw,

Greetings from Centennial InfoTech!

I hope this email finds you well. We are pleased to offer you a 2-months internship (Part-time) position with our Organization, and we believe you will make a valuable contribution to our team.

Internship Details:

Position: HR Intern
Duration: 2 months
Department: Human Resource Department
Location: Remote
Supervisor: Pankaj
Internship Type: Unpaid

Please review the attached internship agreement for further details regarding the terms and conditions of your internship. If you agree with the terms, kindly sign and return the agreement asap.

We look forward to having you on our team and seeing you grow in your role.

Thanks, and Regards

Muskan
HR Department
Centennial Infotech
C-124, Second Floor, VIII, Phase-8, Industrial Area, Sector 73,
Sahibzada Ajit Singh Nagar, Punjab 140308

Sender: Muskan .
Time: 2024-12-21T10:03:15.184Z
Message: To view this file, go to: https://login.skype.com/login/sso?
go=webclient.xmm&docid=0-jhb-d7-613ed0dd74cf07cdb5097269c9535c19

Sender: Muskan .
Time: 2024-12-21T10:03:07.647Z
Message: To view this file, go to: https://login.skype.com/login/sso?
go=webclient.xmm&docid=0-jhb-d12-ae6cd217c8978b0cb37af058df6dbc28

Sender: Muskan .
Time: 2024-12-21T09:48:29.404Z
Message: No Content

Sender: Muskan .
Time: 2024-12-21T09:53:57.461Z
Message: Muskan .233.029Isha Gupta233.029

Sender: Muskan .
Time: 2024-12-21T09:50:04.637Z
Message: Muskan .Isha Gupta

Sender: Muskan .
Time: 2024-12-21T09:47:13.19Z
Message: [1734773763] Isha Gupta: Hi Nibedita Nag,Ð
Ð
Greetings from Centennial InfoTech!Ð
Ð
I hope this email finds you well. We are pleased to offer you a 3-months internship (Full-time) position with our Organization, and we believe you will make a valuable contribution to our team.Ð
Ð
Internship Details:Ð
Ð
Position: HR InternÐ
Duration: 3 monthsÐ
Department: Human Resource DepartmentÐ
Location: RemoteÐ
Supervisor: PankajÐ
Internship Type: UnpaidÐ
Ð
Please review the attached internship agreement for further details regarding the terms and conditions of your internship. If you agree with the terms, kindly sign and return the agreement asap.Ð
Ð
We look forward to having you on our team and seeing you grow in your role.Ð
Ð
Thanks, and RegardsÐ

Ð
Isha GuptaÐ
HR DepartmentÐ
Centennial InfotechÐ
C-124, Second Floor, VIII, Phase-8, Industrial Area, Sector 73,Ð
Sahibzada Ajit Singh Nagar, Punjab 140308

<<< Supervisor pankaj??

Sender: Unknown
Time: 2024-12-21T09:39:44.205Z
Message: Sure.

Sender: Muskan .
Time: 2024-12-21T09:39:39.197Z
Message: Okay Mam If there is any problem with this, I will message you. Thank you mam

Sender: Unknown
Time: 2024-12-21T09:39:20.35Z
Message: Any confusion?

Sender: Unknown
Time: 2024-12-21T09:38:48.653Z
Message: [1734773733] Muskan .: Ok how to send an offer letter??

<<< For this I will guide you later, first do all the changes and send me the new offer letter for checking purposes.

Sender: Unknown
Time: 2024-12-21T09:37:54.683Z
Message: Same with text also.

Sender: Unknown
Time: 2024-12-21T09:37:48.491Z
Message: Changes in doc. Will be.
The date(date of sending an offer letter)
Candidates name
Duration
Internship type
Date of joining
In the last updated your name and sign instead of mine.

Sender: Muskan .
Time: 2024-12-21T09:37:13.114Z
Message: Okay mam

Time: 2024-12-21T09:36:47.851Z
Message: We have to send this text by mail and doc. As well.

Time: 2024-12-21T09:36:27.527Z
Message: Do all the necessary changes according to the candidates details in ms word and this text also

Time: 2024-12-21T09:36:01.077Z
Message: Hi Nibedita Nag,Ð
Ð
Greetings from Centennial InfoTech!Ð
Ð
I hope this email finds you well. We are pleased to offer you a 3-months internship (Full-time) position with our Organization, and we believe you will make a valuable contribution to our team.Ð
Ð
Internship Details:Ð
Ð
Position: HR InternÐ
Duration: 3 monthsÐ
Department: Human Resource DepartmentÐ
Location: RemoteÐ
Supervisor: PankajÐ
Internship Type: UnpaidÐ
Ð
Please review the attached internship agreement for further details regarding the terms and conditions of your internship. If you agree with the terms, kindly sign and return the agreement asap.Ð
Ð
We look forward to having you on our team and seeing you grow in your role.Ð
Ð
Thanks, and RegardsÐ
Ð
Isha GuptaÐ
HR DepartmentÐ
Centennial InfotechÐ
C-124, Second Floor, VIII, Phase-8, Industrial Area, Sector 73,Ð
Sahibzada Ajit Singh Nagar, Punjab 140308

Time: 2024-12-21T09:35:49.602Z
Message: To view this file, go to: https://login.skype.com/login/sso?go=webclient.xmm&docid=0-jhb-d9-48f036f2555099d7723e1419603529b1

Time: 2024-12-21T09:35:30.99Z
Message: [1734773683] Isha Gupta: Firstly you have to send an offer letter to them

<<< Ok how to send an offer letter??

Time: 2024-12-21T09:35:02.79Z
Message: [1734773670] Isha Gupta: Not Shreya..
Ajay, angshuma, surya.

<<< Oops sorry I think I write surya but I written shreya.
Alright ma'am

Time: 2024-12-21T09:34:40.134Z
Message: Firstly you have to send an offer letter to them

Time: 2024-12-21T09:34:27.856Z
Message: [1734773584] Muskan .: Ajay Kumar
Angshuma N ganguli
Shreya L??

<<< Not Shreya..
Ajay, angshuma, surya.

Time: 2024-12-21T09:33:46.603Z
Message: [1734773614] Isha Gupta: Leave that one.

<<< Okk I leave it

Time: 2024-12-21T09:33:31.815Z
Message: [1734773425] Muskan .: Sheet13??

<<< Leave that one.

Time: 2024-12-21T09:33:02.19Z
Message: [1734773373] Isha Gupta: You will work on rest of the candidate

<<< Ajay Kumar
Angshuma N ganguli
Shreya L??

Sender: Muskan .
Time: 2024-12-21T09:33:23.963Z
Message: [1734773373] Isha Gupta: You will work on rest of the candidate

<<< Ajay Kumar
Angshuma N ganguli
Shreya L??

Sender: Muskan .
Time: 2024-12-21T09:31:34.556Z
Message: ?? In bottom lines

Sender: Muskan .
Time: 2024-12-21T09:31:34.451Z
Message: To view this shared photo, go to: https://login.skype.com/login/sso?
go=xmmfallback?pic=0-jhb-d6-e83408cdff6005c22cf4ca49082f346a

Sender: Muskan .
Time: 2024-12-21T09:30:23.663Z
Message: Sheet13??

Sender: Muskan .
Time: 2024-12-21T09:29:56.468Z
Message: [1734773373] Isha Gupta: You will work on rest of the candidate

<<< Okay mam

Sender: Unknown
Time: 2024-12-21T09:29:30.245Z
Message: You will work on rest of the candidate

Sender: Unknown
Time: 2024-12-21T09:29:21.712Z
Message: Ignore rahul, shreya, sagar.... Pavan is working with these candidates.

Sender: Muskan .
Time: 2024-12-21T09:21:14.997Z
Message: Ma'am

Sender: Muskan .
Time: 2024-12-21T09:19:46.562Z
Message: Selected candidates only

Sender: Muskan .
Time: 2024-12-21T09:19:46.464Z
Message: To view this shared photo, go to: https://login.skype.com/login/sso?

go=xmmfallback?pic=0-jhb-d3-1eb8a10d6357c11f9e29c4dee1ed3695

Sender: Muskan .
Time: 2024-12-21T08:41:59.657Z
Message: [1734770495] Isha Gupta: This will be helpful for you.

<<< Yes ma'am

Sender: Unknown
Time: 2024-12-21T08:41:53.558Z
Message: Okay

Sender: Muskan .
Time: 2024-12-21T08:41:44.921Z
Message: [1734770478] Isha Gupta: Just normal. Use phone notes or pen paper.

<<< Ok ma'am then I'll send you

Sender: Unknown
Time: 2024-12-21T08:41:32.973Z
Message: This will be helpful for you.

Sender: Unknown
Time: 2024-12-21T08:41:16.114Z
Message: Just normal. Use phone notes or pen paper.

Sender: Muskan .
Time: 2024-12-21T08:41:05.459Z
Message: [1734770437] Isha Gupta: Yeah. Feel free to ask me if you are not able to understand anything.

<<< Sure ma'am

Sender: Muskan .
Time: 2024-12-21T08:40:52.43Z
Message: In excel or normal in notebook?

Sender: Unknown
Time: 2024-12-21T08:40:34.416Z
Message: Yeah. Feel free to ask me if you are not able to understand anything.

Sender: Muskan .
Time: 2024-12-21T08:40:18.668Z
Message: [1734770390] Isha Gupta: Only selected one.

<<< Okk I make a rough list candidates of selected.

Sender: Muskan .
Time: 2024-12-21T08:39:59.894Z
Message: [1734770382] Isha Gupta: This list has a number of candidates name

<<< Okk I have seen.

Sender: Unknown
Time: 2024-12-21T08:39:47.652Z
Message: Only selected one.

Sender: Unknown
Time: 2024-12-21T08:39:39.986Z
Message: This list has a number of candidates name

Sender: Muskan .
Time: 2024-12-21T08:38:52.312Z
Message: [1734770284] Isha Gupta: Check the candidates,
Make a rough list containing name, duration and internship type.

<<< Which candidates??
Status??
Selected or rejected or not responding??

Sender: Muskan .
Time: 2024-12-21T08:39:35.871Z
Message: [1734770284] Isha Gupta: Check the candidates,
Make a rough list containing name, duration and internship type.

<<< Which candidates??
Status??
Selected or rejected or not responding??

Sender: Muskan .
Time: 2024-12-21T08:38:31.41Z
Message: [1734770284] Isha Gupta: Check the candidates,
Make a rough list containing name, duration and internship type.

<<< Ok ma'am I'll make a rough list

Sender: Unknown
Time: 2024-12-21T08:38:01.709Z
Message: Check the candidates,
Make a rough list containing name, duration and internship type.

Sender: Unknown
Time: 2024-12-21T08:37:27.051Z

Message: https://docs.google.com/spreadsheets/
d/1iI6K6DskQ9H3cASvZjwRYXCNqSmPuCJNEeyvdU3Becw/edit?
pli=1&gid=1492860958#gid=1492860958

Sender: Muskan .
Time: 2024-12-21T08:37:07.244Z
Message: [1734770186] Isha Gupta: Now I will send you a Google sheet, check the candidates who are going to join us 30dec to 4jan

<<< Ok ma'am

Sender: Unknown
Time: 2024-12-21T08:36:21.711Z
Message: Now I am sending you a Google sheet, check the candidates who are going to join us between 30dec to 4jan

Sender: Unknown
Time: 2024-12-21T08:37:06.386Z
Message: Now I am sending you a Google sheet, check the candidates who are going to join us between 30dec to 4jan

Sender: Muskan .
Time: 2024-12-21T08:35:19.33Z
Message: [1734770095] Isha Gupta: Yes now I'm also free

<<< Ok ma'am

Sender: Unknown
Time: 2024-12-21T08:34:51.885Z
Message: Yes now I'm also free

Sender: Muskan .
Time: 2024-12-21T08:33:24.158Z
Message: Ok ma'am I'll wait

Sender: Unknown
Time: 2024-12-21T08:33:11.515Z
Message: Give me 2min

Sender: Muskan .
Time: 2024-12-21T08:32:23.669Z
Message: [1734769661] Isha Gupta: Muskan plz message me when you are free

<<< Hlo Isha ma'am

Sender: Unknown

Time: 2024-12-21T08:27:33.917Z
Message: Muskan plz message me when you are free

Sender: Muskan .
Time: 2024-12-20T15:21:07.008Z
Message: [1734707973] Isha Gupta: Actually I need to guide you about how to create an offer letter and also send the offer letter to the candidates to new joiners but at that moment you are unavailable so I guide all this to another intern. So I will guide you tomorrow about this. And when they accept an offer letter then you have to create credentials of theirs.

<<< Alright ma'am

Sender: Unknown
Time: 2024-12-20T15:19:30.03Z
Message: Actually I need to guide you about how to create an offer letter and also send the offer letter to the candidates to new joiners but at that moment you are unavailable so I guide all this to another intern. So I will guide you tomorrow about this. And when they accept an offer letter then you have to create credentials of theirs.

Sender: Muskan .
Time: 2024-12-20T14:28:12.11Z
Message: Good evening ma'am

Sender: Muskan .
Time: 2024-12-20T14:26:48.699Z
Message: [1734675522] Isha Gupta: I will give you the name of the candidate in the evening then you have to create both of the accounts of them.

<<< Give the names of candidates

Sender: Muskan .
Time: 2024-12-20T14:26:21.084Z
Message: Hlo Isha ma'am

Sender: Muskan .
Time: 2024-12-20T14:26:01.076Z
Message: [1734678518] Isha Gupta: At what time you are available in evening

<<< Currently I'm available

Sender: Unknown
Time: 2024-12-20T06:03:40.885Z
Message: Open your gmail account > add to another account > click on Google > create (for work purpose) > write first and second name of candidate (if you don't know second name no issue leave it otherwise use fullstop) > dob :

1-04-2000 no matter what they're actually dob and full the gender > mail address should in form (name of candidate.centennialinfotech@gmail.com) > use password (C!RiP1}Z40X1CENTINTER) > continue / agree
Here you got it.

For skype :
Open skype > click create one (below side) > click on use email instead > write mail > Password (C!RiP1}Z40X1CENTINTER)> further info like dob (that will be same) > complete verification
And now your Skype account is also created

Sender: Unknown
Time: 2024-12-20T07:08:35.892Z
Message: At what time you are available in evening

Sender: Unknown
Time: 2024-12-20T07:08:26.444Z
Message: Okay

Sender: Muskan .
Time: 2024-12-20T07:00:31.136Z
Message: I have evening availability and will undertake the task accordingly.

Sender: Muskan .
Time: 2024-12-20T06:58:17.282Z
Message: [1734675522] Isha Gupta: I will give you the name of the candidate in the evening then you have to create both of the accounts of them.

<<< Okk ma'am

Time: 2024-12-20T06:18:39.811Z
Message: I will give you the name of the candidate in the evening then you have to create both of the accounts of them.

Sender: Muskan .
Time: 2024-12-20T06:09:16.188Z
Message: [1734674864] Isha Gupta: When you are free then inform
I need to guide you how to create and send an offer letter to new joiners.

<<< Ok ma'am I'll inform you

Sender: Unknown
Time: 2024-12-20T06:07:42.037Z
Message: When you are free then inform
I need to guide you how to create and send an offer letter to new joiners.

Sender: Unknown
Time: 2024-12-20T06:04:09.294Z
Message: While implementing this step if you face any problem or are confused somewhere inform me.

Sender: Muskan .
Time: 2024-12-20T05:56:49.965Z
Message: [1734674200] Isha Gupta: Still I will guide you both steps to steps

<<< Ok ma'am

Sender: Unknown
Time: 2024-12-20T05:56:38.356Z
Message: Still I will guide you both steps to steps

Sender: Unknown
Time: 2024-12-20T05:56:21.005Z
Message: Okay

Sender: Muskan .
Time: 2024-12-20T05:56:05.343Z
Message: [1734674048] Isha Gupta: Muskan,
 Do you know how to create Gmail and skype credentials

<<< Yes I know how to create gmail but I think I don't know how to create skype credentials

Sender: Unknown
Time: 2024-12-20T05:54:06.291Z

Message: Muskan,
 Do you know how to create Gmail and skype credentials

Sender: Muskan .
Time: 2024-12-20T05:16:23.877Z
Message: [1734671772] Isha Gupta: Anything u want pls inform me.

<<< Sure ma'am

Sender: Unknown
Time: 2024-12-20T05:16:09.653Z
Message: Anything u want pls inform me.

Sender: Unknown
Time: 2024-12-20T05:15:53.198Z
Message: Link of my job post

Sender: Unknown
Time: 2024-12-20T05:15:46.556Z
Message: Check out this job at Centennial Infotech: https://www.linkedin.com/jobs/view/4103735871

Sender: Unknown
Time: 2024-12-20T05:15:18.323Z
Message: To view this file, go to: https://login.skype.com/login/sso?go=webclient.xmm&docid=0-jhb-d12-ab821c1aec654160a345802bce2e0b9c

Sender: Unknown
Time: 2024-12-20T05:15:18.249Z
Message: To view this file, go to: https://login.skype.com/login/sso?go=webclient.xmm&docid=0-jhb-d12-9946febdf85c3872def62a703ee5e985

Sender: Unknown
Time: 2024-12-20T05:15:17.201Z
Message: To view this file, go to: https://login.skype.com/login/sso?go=webclient.xmm&docid=0-jhb-d3-a167e32bb18835a6868ebf27b255d706

Sender: Unknown
Time: 2024-12-20T05:15:17.201Z
Message: To view this file, go to: https://login.skype.com/login/sso?go=webclient.xmm&docid=0-jhb-d3-a167e32bb18835a6868ebf27b255d706

Sender: Unknown
Time: 2024-12-20T05:13:43.714Z
Message: Wait

Sender: Muskan .
Time: 2024-12-20T05:12:43.427Z
Message: [1734671536] Isha Gupta: Of my LinkedIn post??

<<< Any where you can send me resume

Sender: Unknown
Time: 2024-12-20T05:12:14.106Z
Message: Of my LinkedIn post??

Sender: Muskan .
Time: 2024-12-19T18:34:38.596Z
Message: I can call you tomorrow in morning please pick my call and send me resume

Sender: Muskan .
Time: 2024-12-19T18:34:11.014Z
Message: Hello Isha mam

Sender: Muskan .
Time: 2024-12-16T17:26:51.047Z
Message: [1734369982] Isha Gupta: So your job is posted now
Right?

<<< Yes ma'am

Sender: Muskan .
Time: 2024-12-16T17:26:45.051Z
Message: Ok ma'am from tomorrow I'll report to pankaj sir

Sender: Unknown
Time: 2024-12-16T17:26:19.597Z
Message: So your job is posted now
Right?

Sender: Unknown
Time: 2024-12-16T17:25:52.226Z
Message: But if you are facing any issue or not able to understand anything then you
can ask me anytime but rn I'm on holdi till 19 evening.
So maybe I'm not able to give you a quick response.

Sender: Muskan .
Time: 2024-12-16T17:25:28.365Z
Message: Ok today I'll send or tomorrow??

Sender: Muskan .
Time: 2024-12-16T17:25:04.242Z

Message: Hello Isha ma'am

Time: 2024-12-16T17:24:56.653Z
Message: Thank you for waiting for me .
You no need to report me.
You have to only report to Pankaj Sir.

Time: 2024-12-16T17:24:16.722Z
Message: Hello muskan.

Sender: Muskan .
Time: 2024-12-16T15:52:58.776Z
Message: To view this shared photo, go to: https://login.skype.com/login/sso?
go=xmmfallback?pic=0-jhb-d3-5b1c3c2ffee54a499a738d28c313ccb0

Sender: Muskan .
Time: 2024-12-16T15:47:53.73Z
Message: Hlo Isha ma'am
Đ
Today I done the task job posting over linked and try to add cart on linked but it's
not completed I try again and again and it try tomorrow

Sender: Muskan .
Time: 2024-12-16T15:46:28.577Z
Message: On skype?

Sender: Muskan .
Time: 2024-12-16T15:46:10.642Z
Message: Good evening ma'am where I report you?

Sender: Muskan .
Time: 2024-12-16T15:38:01.998Z
Message: Hlo Isha ma'am
Today I done job posting over linked and try to add cart on linked but it's not
completed I try again and again and it try tomorrow

Sender: Muskan .
Time: 2024-12-16T12:13:55.788Z
Message: No Content

Sender: Muskan .
Time: 2024-12-16T12:16:23.992Z
Message: No Content

Sender: Muskan .
Time: 2024-12-16T11:59:01.176Z
Message: Good evening ma'am

Sender: Muskan .
Time: 2024-12-16T11:58:54.562Z
Message: I have send message to pankaj sir

Sender: Unknown
Time: 2024-12-15T16:53:07.693Z
Message: Oh okay.

Sender: Muskan .
Time: 2024-12-15T16:52:54.853Z
Message: [1734281552] Isha Gupta: Hey. Your name is not visible.
Can you pls tell me ur name?

<<< My name is Muskan

Sender: Unknown
Time: 2024-12-15T16:52:30.663Z
Message: Hey. Your name is not visible.
Can you pls tell me ur name?

Sender: Muskan .
Time: 2024-12-15T16:31:40.597Z
Message: [1734274733] Isha Gupta: Message him tomorrow.

<<< Ok ma'am thank you

Sender: Unknown
Time: 2024-12-15T14:58:51.601Z
Message: Message him tomorrow.

Sender: Unknown
Time: 2024-12-15T14:58:33.816Z
Message: No Content

Sender: Muskan .
Time: 2024-12-15T14:26:45.214Z
Message: Good evening mam