

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Letter Head of the Internship Provider Organisation

1. Name of the Student : Shevlekar Aarti Bhagvan
2. Name of the College : T.Y.B.Com.
3. Division and Roll Number : 154
4. Address : AT- Yeola Tal- Yeola Dist-Nashik
5. Contact Number : 9022628135
6. Email ID : aartishevlekar893@gmail.com
7. Special Subject : Marketing & Management-II-III
8. Internship start date : 1st Jan 2023
9. Internship end date : 10th Jan 2023.

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
01/01/2023	10:00 Am	4:00 Pm	6.00	Introduction to team & Basic Information	<i>fatani</i>	Aarti
02/01/2023	10:00 Am	4:00 Pm	6.00	Introduction about howto provid good service to customer	<i>fatani</i>	Aarti
03/01/2023	10:00 Am	4:00 Pm	6.00	Introduction to products according to company & Brand of the Product.	<i>fatani</i>	Aarti
04/01/2023	10:00 Am	4:00 Pm	6.00	Take order from customer5 for products they need via telephonic	<i>fatani</i>	Aarti
05/01/2023	10:00 Am	4:00 Pm	6.00	Helped staff to taking out product according to customer's order	<i>fatani</i>	Aarti
06/01/2023	10:00 Am	4:00 Pm	6.00	Billing of products based on customer's order	<i>fatani</i>	Aarti
07/01/2023	10:00 Am	4:00 Pm	6.00	Information about banking related services e.g. cash and check deposit, NEFT and RTGS.	<i>fatani</i>	Aarti
08/01/2023	10:00 Am	4:00 Pm	6.00	Checked bills for customers and print those bills and send it customers.	<i>fatani</i>	Aarti
09/01/2023	10:00 Am	4:00 Pm	6.00	Arranged all products in well and organized format.	<i>fatani</i>	Aarti
10/01/2023	10:00 Am	4:00 Pm	6.00	Basic and valuable Information about types of demand in marketing	<i>fatani</i>	Aarti
Total Hours			60		<i>fatani</i>	Aarti

Certified that Shevlekar Aarti Bhagvan has Satisfactorily completed the internship programme assigned to him.

[Signature]
Name & Signature of supervisor

[Signature]
Name & signature of manager

[Signature]
Name & signature of section in charge

stamp

MAHAVIR AGENCIES

Date : 11-5-2023

Mahavir Agencies

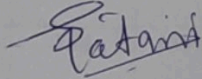
CERTIFICATE OF COMPLETION

This certificate is presented to

AARTI SHEVALEKAR

To commemorate her completion of the Internship program from Jan. 01 To Jan. 10, 2023.
We take this opportunity to thank her and wish her all the best for his future.

Given this May11, 2023.



Sachin Patani
Owner