

Techmahindra

3rd floor, Globe Tower Plaza 1
Pioneer corner, Madison Street, Mandaluyong City

INTRODUCTION:

During our first week of being Intern in Techmahindra, they assigned us in IT Department. For this week they just taught us what they are doing regarding on this department basically just like watching, shadowing so we don't really work on this week.



ISSUES AND CONCERNS:

I'm just concern with my schedule. I need to go to school every Tuesday, Wednesday and Friday because I have afternoon class, so I can only render 5-6 hours on OJT but during Monday and Thursday I'm always asking for overtime in OJT for like 10-11 hours.

SKILLS ACQUIRED/ENHANCED:

I learned how really important time management is.

INSIGHTS:

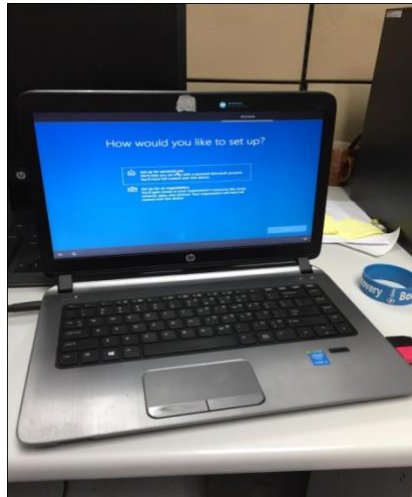
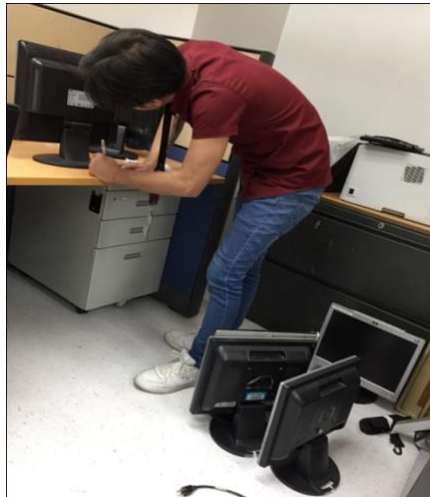
I realized that no matter what schedule are you going in, you just have to be flexible along the way and always enjoy what you are doing.

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INTRODUCTION:

During this week our Project Coordinator taught us how to install desktop on stations. And also for installing software applications like Microsoft office, Anti Virus apps, and how to set up internet connections for those pc that can't connect on wireless internet, we also learn how to format laptops and desktop by using bootable apps.



ISSUES AND CONCERNS:

I don't have any concern here since I have also basic knowledge on how to install desktop and applications for PC.

SKILLS ACQUIRED/ENHANCED:

I learned how to format and set up windows on PC's.

INSIGHTS:

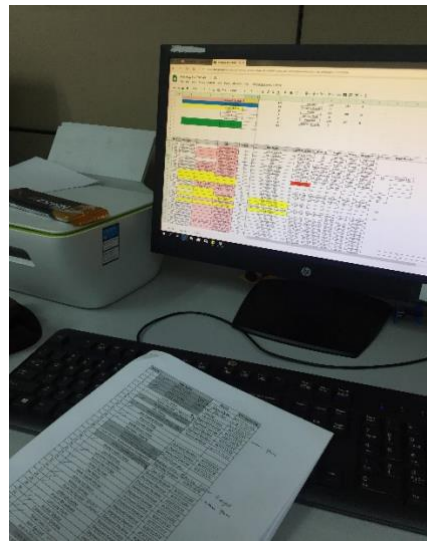
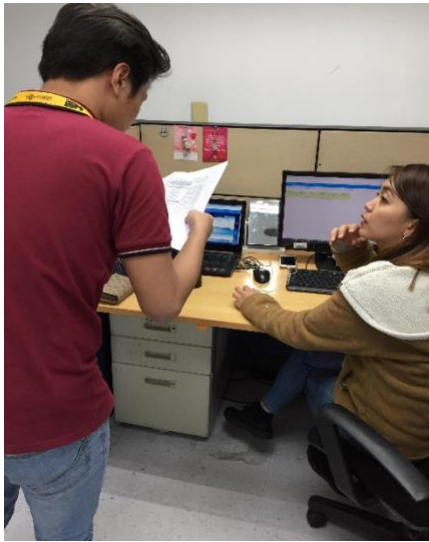
The moment you are successfully installed PC and it works that is satisfying for me, so basically I realized how satisfying if you finish your job successfully.

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INTRODUCTION:

During this week our Project Coordinator taught us how to update their trackers regarding on stations, desktops and laptops. They also taught us how to do manual checking of serial numbers of desktops and who is the person assigned on that stations for us to update their data base.



ISSUES AND CONCERNS:

I don't have any concern here since this is easy task for us and I really want to work in IT industry, we just go around and check stations and serial numbers of their desktops.

SKILLS ACQUIRED/ENHANCED:

By going around and talking to the people in stations it can also boost our confidence to speak English because we are also talking to Indian peoples.

INSIGHTS:

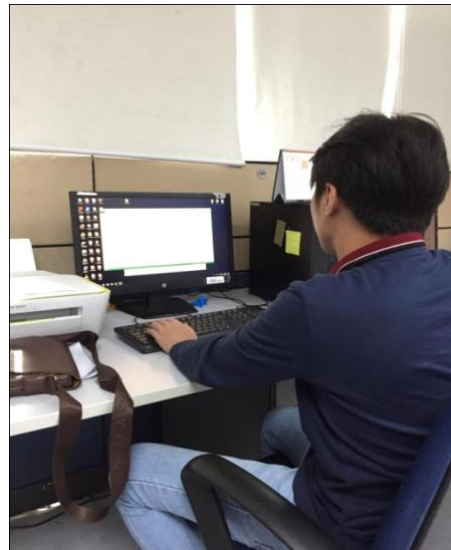
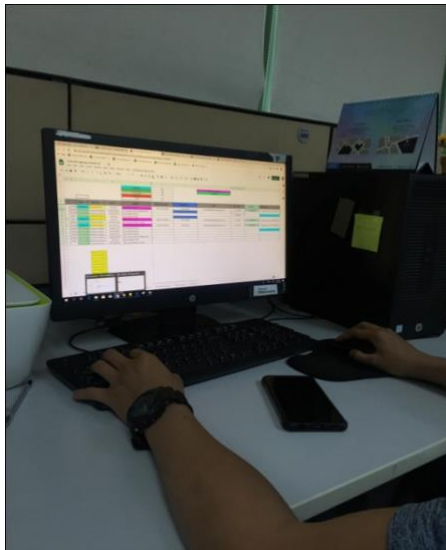
I realized that if you really want what you are doing, you won't feel tired because you are enjoying every second of your job.

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INTRODUCTION:

For this week they only just give us files that we need to encode in Microsoft Excel. We are also assisting those people who need to scan, print and photo copy.



ISSUES AND CONCERNS:

I don't have any concern here since its only encoding and I can say that I'm fast at typing.

SKILLS ACQUIRED/ENHANCED:

It will improve our typing skills.

INSIGHTS:

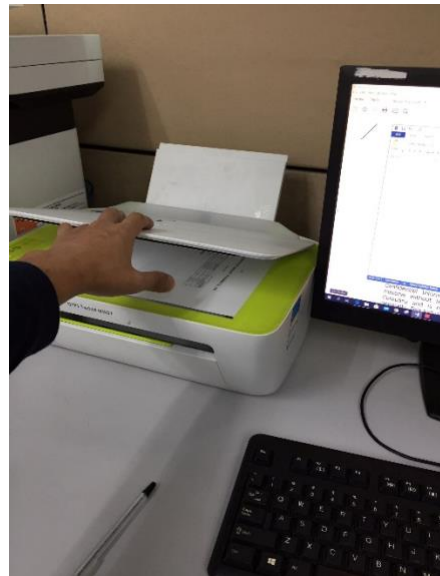
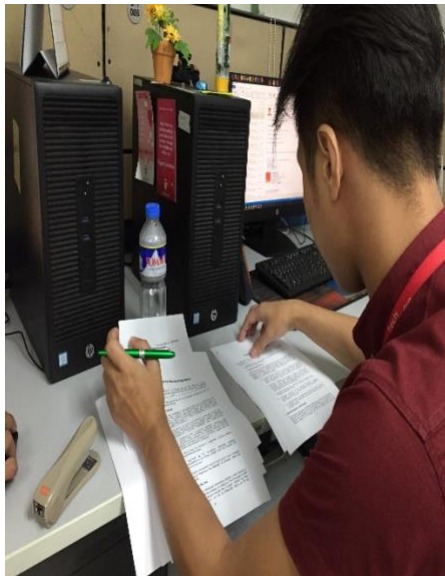
I realized that you just have to be flexible along the way and always enjoy what you are doing.

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INTRODUCTION:

This week our senior told us to check the Employee Non-Disclosure Agreement if the other interns put the correct information and after that we scanned the agreement form to save in their database.



ISSUES AND CONCERNS:

No issues and concerns.

SKILLS ACQUIRED/ENHANCED:

Acquired some knowledge from the Project Admin.

INSIGHTS:

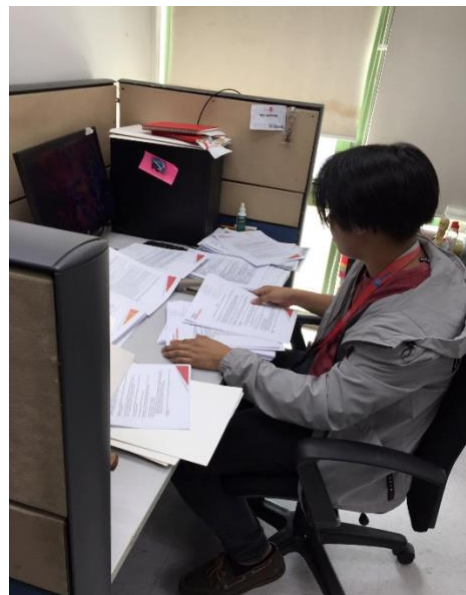
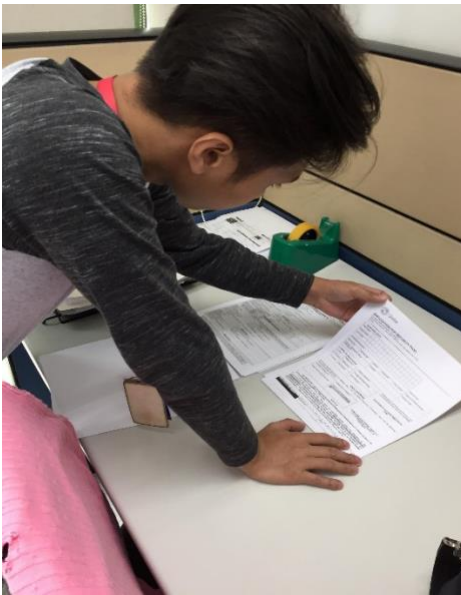
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INTRODUCTION:

For this week we assigned in HR department to do compiling of requirements of employees after that we scanned it one by one.



ISSUES AND CONCERNS:

No issues and concerns.

SKILLS ACQUIRED/ENHANCED:

Acquired some knowledge from the HR department.

INSIGHTS:

I realized that you just have to be flexible along the way and always enjoy what you are doing.

Charles Bryan C. Peria
GAS – 12

WEEK 7 (March 2-6, 2020)

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