



INTERNSHIP JOURNEY & CONTRIBUTIONS

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People · Process · Technology · Leadership

EV.ENGINEER™

iTelematics

EV Society

UV Flight

HR Manager Intern

"My objective was to understand HR from an organisational perspective while contributing to structured, efficient and technology-driven HR processes."

01	02	03	04	05
HR Operations ▸ Rules & Regulations ▸ Processes ▸ Compliance	Recruitment & Talent ▸ Job Descriptions ▸ Sourcing ▸ Campus Recruitment	Team Coordination ▸ Intern Management ▸ Communication ▸ Follow-ups	HR Documentation ▸ Offer Letters ▸ Onboarding ▸ Certificates	Process & Automation ▸ AI Workflows ▸ Templates ▸ Standardisation

Four Phases of Growth

01

UNDERSTAND

- Organisation & HR ecosystem
- HR responsibilities
- Recruitment requirements
- Team structure

02

CONTRIBUTE

- Recruitment & sourcing
- HR documentation
- Team coordination
- Process structuring

03

BUILD

- HR automation concept
- AI-assisted documentation
- Structured workflows
- Process improvement

04

LEAD & LEARN

- Team management exposure
- Business workshop
- Leadership development
- IIT Roorkee — upcoming

What I Contributed

01

RECRUITMENT

- Structured job descriptions
- Candidate sourcing strategies
- Referral management
- Social media recruitment

02

HR OPERATIONS

- HR rules & regulations
- Documentation management
- Joining & onboarding
- Professional communication

03

TEAM COORDINATION

- Intern coordination
- Communication management
- Follow-up tracking
- Responsibility allocation

04

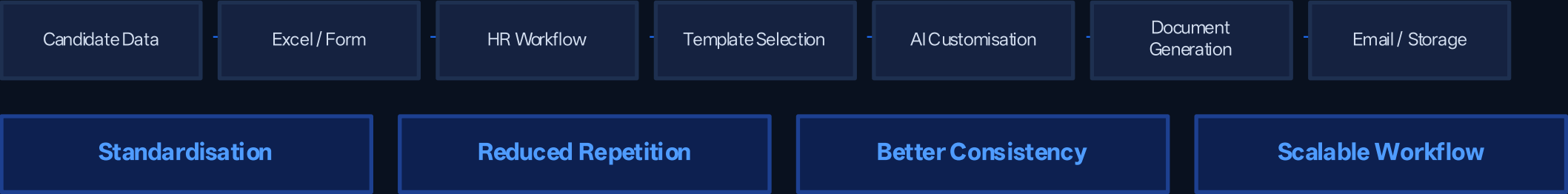
HR TECHNOLOGY

- AI-assisted HR workflows
- Document automation
- Digital data collection
- Process standardisation

AI-Assisted HR Documentation Automation

THE PROBLEM

HR documentation involves repetitive manual work, multiple templates and repeated data entry — creating inconsistency and inefficiency at scale.



DOCUMENTS HANDLED

- Offer Letter
- Joining Letter
- Internship Certificate
- Experience Letter
- Appointment Letter
- NDA

Tanuja's Human Operating System

Tanuja's HOS

A developing personal framework shaped through internship and professional exposure — representing how Tanuja approaches work, learning, leadership and problem-solving.

CORE LOOP

Learn → Think → Build → Lead → Improve

INPUT

Observe • Learn • Listen



PROCESS

Analyse • Organise • Prioritise



EXECUTE

Act • Coordinate • Build



FEEDBACK

Reflect • Improve • Adapt



OUTPUT

Value • Leadership • Impact

Business & Leadership Exposure

RAJIV TARLEJA'S BUSINESS WORKSHOP

Business Thinking for Future Leaders

- **Business Thinking**
Understanding how businesses are structured and scaled
- **Entrepreneurial Mindset**
Converting problems into opportunities and ideas into action
- **Execution & Leadership**
The discipline of moving from concept to outcome
- **Strategic Perspective**
Evaluating decisions from an organisational viewpoint
- **Value Creation**
Understanding how every function must contribute to organisational value

HOS CONNECTION

Learn → Analyse → Apply → Create Value

"Business understanding is not limited to those in business roles — it is the foundation of every effective professional."

KEY LEARNING FROM WORKSHOP

From HR to Technology & Engineering

DOMAINS OF EXPOSURE

- 

HR
People & Processes
- 

AI
Automation & Intelligence
- 

Cybersecurity
Data Protection
- 

EV Technology
Electric Vehicles
- 

Engineering
Technical Systems
- 

Entrepreneurship
Execution & Vision

UPCOMING CONTRIBUTION

Model Rocketry Workshop

IIT Roorkee

Tanuja is planned to contribute to the Model Rocketry Workshop at IIT Roorkee — demonstrating willingness to work beyond a single domain and engage with interdisciplinary, technical initiatives.

One professional. Multiple domains. Infinite curiosity.

What These Two Months Taught Me

PEOPLE

Communication

Coordination

Teamwork

Empathy in management

PROCESS

Structure

Documentation

Recruitment systems

Standard workflows

TECHNOLOGY

AI in HR

Automation

Digital workflows

Tech-driven decisions

LEADERSHIP

Ownership

Accountability

Decision-making

Continuous learning

"I learned that effective leadership is not about managing people alone; it is about creating clarity, building systems and enabling people to contribute."

How I Grew

◦ BEFORE

Task-Oriented Thinking

- Focus on completing assigned work
- Reactive approach to problems
- Limited organisational context
- Learning in isolation



◦ DURING

Problem Identification + Execution

- Understanding root causes
- Identifying gaps and patterns
- Coordinating across functions
- Taking initiative on solutions



• NOW

System & Leadership Oriented

- Thinking in systems and processes
- Leading with clarity and ownership
- Cross-domain awareness
- Building for scalability

"The biggest shift was learning to look beyond the task and understand the system behind it."

Three Commitments

OWNERSHIP

Take responsibility beyond assigned tasks. Drive outcomes, not just deliverables. Every problem is an opportunity to contribute more.

SYSTEM THINKING

Look for scalable solutions instead of temporary fixes. Understand the process behind every task. Build for longevity.

CONTINUOUS LEARNING

Build knowledge across HR, technology, business and engineering. Stay curious. Stay adaptable. Never stop growing.



THANK YOU

Tanuja Jadhav

HR Manager Intern

iTelematics Software Pvt. Ltd. · EV.ENGINEER™

"These two months gave me more than experience. They gave me a way of thinking — to learn continuously, identify problems, build systems, take ownership and create value."

Learn · Think · Build · Lead