



# KAMAAL FOOTWEAR



## To whomsoever it may concern

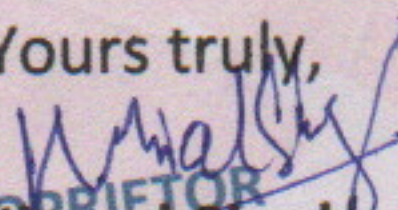
This is to certify that Mr. Harvinder Singh has been working as an Executive Assistant in our organization from July 2019 to till date. During the time of his tenure we found him extremely resourceful in all the technologies that he is competent.

His roles and responsibilities include:

- Acting as the point of contact between the executives and internal or external colleagues
- Organizing meetings and booking meeting rooms
- Taking dictation and minutes and writing them up subsequently
- Producing reports and presentations
- Maintaining the current filing, and looking for ways to improve current systems

We found him to be a good team player besides being a hard worker. We wish him all success in his future endeavors.

Yours truly,

  
PROPRIETOR  
Nirmal Singh  
KAMAAL FOOTWEAR

(Kamaal Footwear)