



# R.K. AGENCIES

Date-05/03/2021

To Whom It May Concern

This is to certify that Baljinder Singh is working with R.K Agencies as Business Executive for tenure starting from July 2019 to till date. During his tenure, we found Baljinder Singh to be honest, hardworking & responsible. He will continue to do so till his further studies start.

His roles and responsibilities are:

1. Contacting potential clients via email or phone to establish rapport and set up meetings
2. Identifying new sales leads
3. Pitching products and/or services
4. Maintaining fruitful relationships with existing customers
5. Planning and overseeing new marketing initiatives
6. Developing sales goals for the team and ensuring they are met

We wish him all the best for his future opportunities.

PROPRIETOR R.K. AGENCIES  
Sincerely  
*Jarnail Singh*  
Jarnail Singh

**NIKAT RAILWAY CROSSING SHERPUR ROAD PURANPUR,  
(PILIBHIT)**