



# Name - Arushi Mishra

*Role - Administrative Assistant Intern*

**Greetings !!**

**Dear Arushi Mishra,**

March 11, 2025

This is to certify that Miss Arushi Mishra, has successfully completed their internship at Spectrix Creations Private Limited from 10th September 2024 to 10th March 2025 in the role of Administrative Assistant Intern . During this period, she was assigned to work on various task like -

**Drafting & Managing Business Emails** - Writing, proofreading, and sending professional emails to clients, partners, and stakeholders.

**Outreach for Collaborations** - Researching potential brands/companies and initiating email communication for partnerships.

**Negotiating & Finalizing Deals** - Coordinating email discussions, sharing proposals, and securing agreements with collaborators.

**Scheduling & Coordinating Meetings** - Arranging virtual or in person meetings with business representatives through email communication.

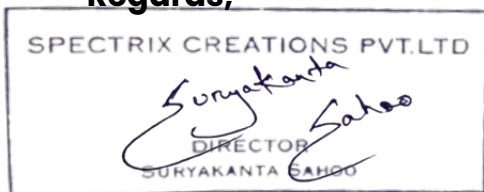
**Follow-ups & Relationship Management** - Sending follow-up emails, maintaining professional communication, and ensuring timely responses.

**Sending Press Releases & Official Announcements** - Drafting and distributing company news, updates, and promotional emails to relevant brands and media

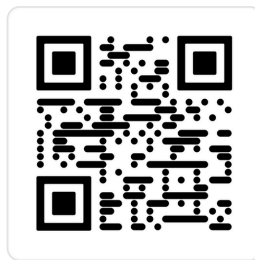
Throughout the internship, Miss Arushi Mishra has demonstrated dedication, enthusiasm, and a strong willingness to learn. Her contributions to the assigned tasks have been valuable, and she has shown excellent problem-solving abilities and teamwork skills. She has also adhered to company policies and maintained professionalism throughout the internship.

We appreciate the efforts put forth by Miss Arushi Mishra during her tenure with us and wish her success in future endeavors

**Regards,**



**Suryakanta Sahoo**  
Founder



*Scan To Verify*



**ADDRESS.**

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**WEBSITE.**

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