**To Whom It May Concern:**

This is to certify that Yukti Verma resident of House Number 263, Sector-26, Panchkula, Haryana is working at Haryana Civil Secretariat, Chandigarh as "Secretary clerk" from 16th March, 2018 to till date. She is a full time regular employee working 40 hours a week

During this period, her services were found to be satisfactory in carrying out the job duties.

**Responsibilities were to:**

* Compile, copy, sort, and file records of office activities, business or government transactions, and other activities
* Complete mail bills, contracts, policies, invoices, or checks
* Operate office machines, like photocopiers scanners, facsimile machines, voice mail systems, and personal computers
* Compute, record, and proofread data and other information, like records or reports
* Maintain update filing, inventory, mailing, and database systems, either manually or using a computer
* Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail
* Review files, records, and other documents to obtain information to respond to requests
* Inventory order materials, supplies, and services
* Complete work schedules, manage calendars, and arrange appointments
* Process and prepare documents, like business or government forms expense reports
* Monitor direct the work of lower-level staff/subordinates.
* Type, format, proofread, and edit correspondence other documents, from notes or dictating machines, using computers or typewriters
* Train other staff members to perform work activities, like using computer applications used in office like HRMS, e-billing and e-office.
* Prepare meeting agendas, attend meetings, and record transcribe minutes
* Troubleshoot problems involving office equipment, like computer hardware software

We wish her all the best in her future. For further inquiry and verification, feel free to contact me.

Regards,

Hari Krishan  
Under Secretary

to Government Haryana

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