



WISDOM GRAMMAR SCHOOL (REGD)

Date: 12/9/2021

To Whom It May Concern,

This is to certify that Mr. Muhammad Umair has been employed with Wisdom Grammar School as a Data Entry Assistant and School Administrator from January 1, 2021, to December 9, 2021.

During his tenure, Mr. Umair exhibited exceptional skills in data entry, maintaining accuracy and efficiency in handling various administrative tasks. His dedication and commitment significantly contributed to the smooth functioning of the school's administrative processes.

Key Responsibilities and Achievements:

- Efficiently managed and maintained databases, ensuring data accuracy and integrity.
- Demonstrated a high level of proficiency in Microsoft Excel, utilizing advanced functions and features for data analysis and reporting.
- Supported the administrative team in day-to-day operations, demonstrating strong organizational and multitasking abilities.
- Collaborated with colleagues and stakeholders to streamline communication and facilitate efficient information flow.

We appreciate Mr. Umair's hard work, professionalism, and positive attitude during his time with Wisdom Grammar School. We wish him continued success in his future endeavors.

If you have any further inquiries, please feel free to contact us.

Sincerely,

Aftab Ahmed

Principal

WISDOM GRAMMAR SCHOOL

PRINCIPAL
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