



Innovative Infratech Solutions Pvt Ltd

B-1/104 Jain Park, Uttam Nagar, West Delhi-110059 India.

Date: **30/05/2023**

Experience Certificate

This is to certify that **Ms Anamika Yadav** employed with us **Innovative Infratech Solutions Pvt Ltd** from **19/12/2022 to 30/05/2023**.

She served the company in the post of **Human Resource Assistant** for 5 months 12 days and was relieved of her duties on **30/05/2023**.

During her employment tenure, her major responsibilities were preparation of documentation and carrying out formalities for joining and separation of employees, attendance management, monitoring job portals for posting new jobs, corresponding with candidates organizing induction programs, managing the process of transfer and appraisal, employee relation and other day-to-day administration assignments,

She has been relieved from the company as per the rules and regulations of our organization and we wish her all the best in her future endeavors.

Mehul Patel

HR Manage, Innovative Infratech Solutions

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