



पासपोर्ट में 36 पृष्ठे ! This passport contains 36 pages.

भारत गणराज्य REPUBLIC OF INDIA



टाईप / Type

P

उपनाम / Surname

राष्ट्र कोड / Country Code

IND

पासपोर्ट नं. / Passport No.

\$8507557

दिया गया नाम / Given Name(s)

SANJEEV

राष्ट्रीयता / Nationality

लिंग / Sex

जन्मतिथि / Date of Birth

भारतीय / INDIAN

四

10/05/1994

जन्म स्थान / Place of Birth

KUNJPURA, HARYANA

जारी करने का स्थान / Place of Issue

DELHI

जारी करने वाली दिनी / Date of Issue

25/09/2018

जारी की तिथि / Date of Expiry

24/09/2028

STAFF / OBSERVATION

TRAVEL / MISCELLANEOUS SERVICE

पिता / कानूनी अधिगावक का नाम / Name of Father / Legal Guardian

VED PARKASH

माता का नाम / Name of Mother

KAMLA DEVI

पति या पत्नी का नाम / Name of Spouse

पता / Address

VPO

KUNJPURA, KARNAL

PIN: 132022, HARYANA, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाईल नं. / File No.

DL2062767574618



S8507557



Sanjeev -

Overall Score

61

Test Taker ID

PTE000927787

Registration ID

379617956

Test Centre Country

India

Test Date

26 Aug 2020

Test Centre ID

81603

Valid Until

26 Aug 2022

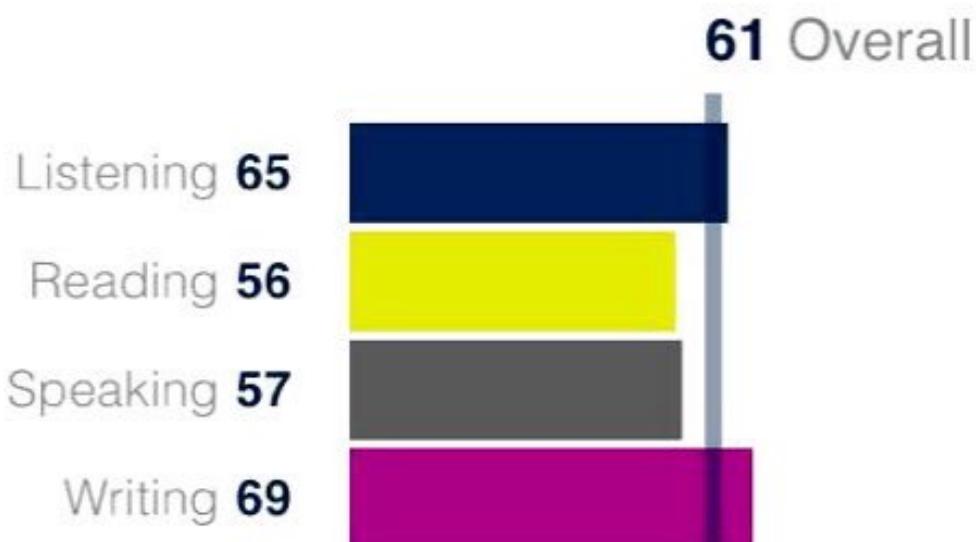
Test Centre

Pearson
Professional
Centers-

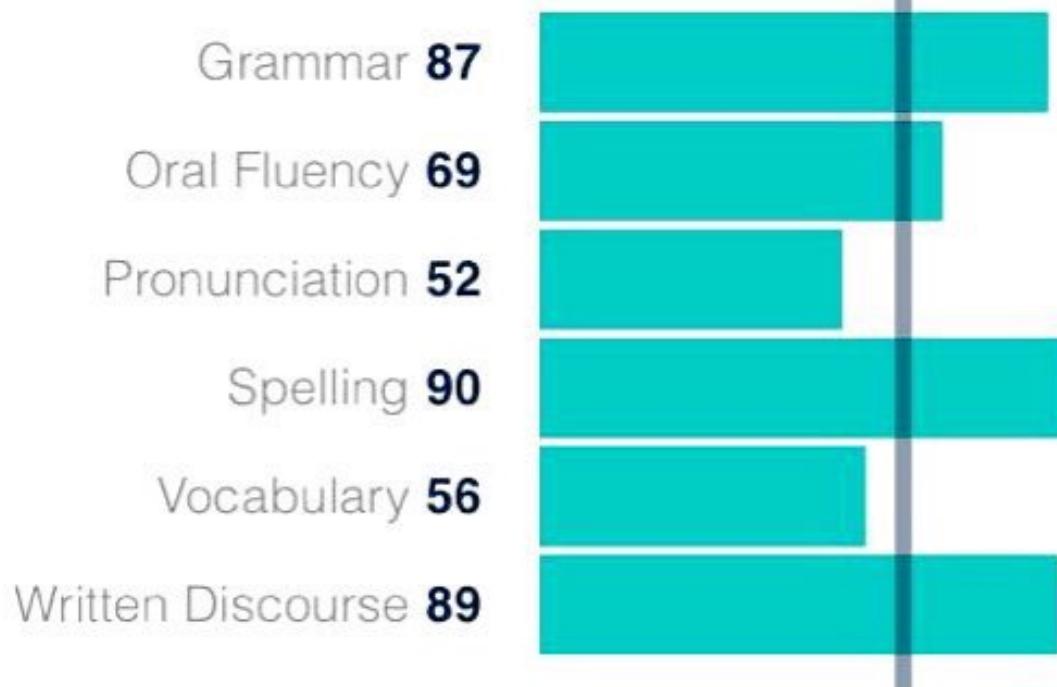
Report issue date

28 Aug 2020

Skill Breakdown



Enabling Skills



Candidate Information

क्रमांक Serial No. AK- 149519

नामांकन संख्या Enrolment No.

अनुक्रमांक Roll No.

07-8-KA-297-0108

2208640550



Sanjeev

हरियाणा विद्यालय शिक्षा बोर्ड Board of School Education Haryana

ISO 9001 : 2000 CERTIFIED



माध्यमिक परीक्षा SECONDARY EXAMINATION

अंकतालिका सहित योग्यता प्रमाण-पत्र Certificate of Qualification with Mark Sheet

प्रमाणित किया जाता है कि This is to certify that SANJEEV / संजीव
 आत्मज / आत्मजा Son/Daughter of श्री/Sh. VED PARKASH / वेद प्रकाश

और and श्रीमती/Smt. KAMLA DEVI / कमला देवी

जन्म दिनांक Date of Birth: 10/05/1994 (TENTH MAY NINETEEN HUNDRED NINETY FOUR)
 में आयोजित माध्यमिक परीक्षा has appeared in the Secondary Examination held in FEBRUARY, 2009

from

NAGPAL VIDYA MANDIR, KUNJPURA (KARNAL)

से प्रविष्ट होकर निम्नांकित विषयों में दशाएं श्रेणी सहित (वे श्रेणी अंक औसत सहित) योग्यता प्राप्त की है and has been declared qualified with subject-wise grades (& with Grade Point Average) mentioned below :

क्रमांक Sr.No.	प्रथम सैमेस्टर ISt Semester		प्राप्तांक Marks Obtained		
	विषय Subject	लिखित(बाह्य) Theory(Ext.)	सतत एवं व्यापक मूल्यांकन CCE	प्रायोगिक Practical	योग Total
1	HINDI	54	16	XX	070
2	ENGLISH	32	17	XX	049
3	MATHEMATICS	30	17	XX	047
4	SOCIAL SCIENCE	41	17	XX	058
5	SCIENCE & TECHNOLOGY	20	16	18	054
6	HEALTH & PH. EDUCATION	35	15	18	068

क्रमांक Sr.No.	द्वितीय सैमेस्टर IIInd Semester		प्राप्तांक Marks Obtained		
	विषय Subject	लिखित(बाह्य) Theory(Ext.)	सतत एवं व्यापक मूल्यांकन CCE	प्रायोगिक Practical	योग Total
1	HINDI	60	16	XX	076
2	ENGLISH	45	16	XX	061
3	MATHEMATICS	27	18	XX	045
4	SOCIAL SCIENCE	39	17	XX	056
5	SCIENCE & TECHNOLOGY	16	16	18	050
6	HEALTH & PH. EDUCATION	35	17	18	070

क्रमांक Sr.No.	विषय Subject	परिणाम Result			
		प्रथम सै. भारांश Ist Sem. Weightage 50%	द्वितीय सै. भारांश IIInd Sem. Weightage 50%	कुल योग Aggregate	श्रेणी Grade
1	HINDI	35	38	073	A-
2	ENGLISH	25	31	056	B+
3	MATHEMATICS	24	23	047	B
4	SOCIAL SCIENCE	29	28	057	B
5	SCIENCE & TECHNOLOGY	27	25	052	B
6	HEALTH & PH. EDUCATION	34	35	069	C+

सामाजिक ज्ञान एवं जीवन कीशल General Awareness & Life Skills Grade:

श्रेणी अंक औसत Grade Point Average (GPA): 6.60

सह-योगय क्रियाकलापों में उत्कृष्टता के लिए श्रेणी अंक औसत/कुल योग में वृद्धि (केवल प्रमाण-पत्र प्रस्तुत करने पर) Enhancement in GPA/Total Marks for excellence in co-curricular activities, if any (valid only if relevant certificate is produced):

अंतिम कुल योग Final Total Marks: 285

अंतिम श्रेणी अंक औसत Final GPA: 6.60

मिलानी Bhiwani

हिताक Dated: APRIL 30, 2009

VERY GOOD EQUIVALENT PERCENTAGE=GPA X 10

कुल योग Total Marks: 285

XX

सचिव SECRETARY

क्रमांक Serial No. AK-149519



नामांकन संख्या Enrolment No.

बन्धुकामक Roll No.

07-8-KA-297-0108

2208640550

हरियाणा विद्यालय शिक्षा बोर्ड Board of School Education Haryana

ISO 9001 : 2000 CERTIFIED



माध्यमिक परीक्षा SECONDARY EXAMINATION

अंकतालिका सहित योग्यता प्रमाण-पत्र Certificate of Qualification with Mark Sheet

प्रमाणित किया जाता है कि This is to certify that SANJEEV / संजीव
 भास्तव्य / भास्तवा Son/Daughter of श्री/Sh. VED PARKASH / वेद प्रकाश
 और श्रीमती/Smt. KAMLA DEVI / कमला देवी

जन्म दिनांक Date of Birth: 10/05/1994 (TENTH MAY NINETEEN HUNDRED NINETY FOUR)

मेरा आवाजित माध्यमिक परीक्षा has appeared in the Secondary Examination held in FEBRUARY, 2009

from

NAGPAL VIDYA MANDIR, KUNJPURA (KARNAL)

दो परीक्षा द्वारा निम्नलिखित विषयों में वर्षाएँ श्रेणी सहित (वर्षाएँ अक्षर सहित) योग्यता प्राप्त की है and has been declared qualified with subject-wise grades (& with Grade Point Average) mentioned below:

क्रमांक Sr. No.	प्रथम सीमेस्टर 1st Semester	प्राप्ताकाम Marks Obtained			
		लिखित(वाह्य) Theory(Ext.)	सत्र एवं वायक मूल्यांकन CCE	प्रायोगिक Practical	योग्य Total
1	HINDI	54	16	XX	070
2	ENGLISH	32	17	XX	049
3	MATHEMATICS	30	17	XX	047
4	SOCIAL SCIENCE	41	17	XX	058
5	SCIENCE & TECHNOLOGY	20	16	18	054
6	HEALTH & PH. EDUCATION	35	15	18	068

क्रमांक Sr. No.	द्वितीय सीमेस्टर 2nd Semester	प्राप्ताकाम Marks Obtained			
		लिखित(वाह्य) Theory(Ext.)	सत्र एवं वायक मूल्यांकन CCE	प्रायोगिक Practical	योग्य Total
1	HINDI	60	16	XX	076
2	ENGLISH	45	16	XX	061
3	MATHEMATICS	27	18	XX	045
4	SOCIAL SCIENCE	39	17	XX	056
5	SCIENCE & TECHNOLOGY	16	16	18	050
6	HEALTH & PH. EDUCATION	35	17	18	070

क्रमांक Sr. No.	विषय Subject	परिणाम Result				
		प्रथम सत्र मार्ग 1st Sem. Weightage 50%	द्वितीय सत्र मार्ग 2nd Sem. Weightage 50%	कुल योग Aggregate	श्रेणी Grade	श्रेणी और ग्रेड पॉइंट Grade Point
1	HINDI	35	38	073	A-	08
2	ENGLISH	25	31	056	B+	07
3	MATHEMATICS	24	23	047	B	06
4	SOCIAL SCIENCE	29	28	057	B	06
5	SCIENCE & TECHNOLOGY	27	25	052	B	06
6	HEALTH & PH. EDUCATION	34	35	069	C+	04

सामाजिक ज्ञान एवं जीवनी शैक्षण General Awareness & Life Skills Grade:

ग्रेड पॉइंट और ग्रेड Grade Point Average (GPA): 6.60

कुल योग Total Marks: 285
उत्तम योग विद्याकालीन में उत्तम योग के लिए ग्रेड पॉइंट/कुल योग में वृद्धि (केवल प्रमाण-पत्र प्रदान करने पर) Enhancement in GPA/ Total Marks for excellence in co-curricular activities, if any (valid only if relevant certificate is produced).

उत्तम कुल योग Final Total Marks: 285

उत्तम ग्रेड पॉइंट और ग्रेड Final GPA: 6.60

निराकारी Bhawani

निराकारी Dated: APRIL 30, 2009

EVERY GOOD EQUIVALENT PERCENTAGE=GPA X 10

कुल योग Total Marks: 285

XX

SECRETARY

क्रमांक Serial No. AL- 056248

नामांकन संख्या Enrolment No. 07-8-KA-297-0108
अनुक्रमांक Roll No. 3211206655

हरियाणा विद्यालय शिक्षा बोर्ड

Board of School Education Haryana

ISO 9001 : 2008 CERTIFIED



वरिष्ठ माध्यमिक प्रमाणन परीक्षा

SENIOR SECONDARY CERTIFICATE EXAMINATION

अंकतालिका सहित योग्यता प्रमाण-पत्र Certificate of Qualification with Mark Sheet

प्रमाणित किया जाता है कि This is to certify that: SANJEEV / संजीव

आत्मज / आत्मजा Son/Daughter of श्री/Sh. VED PARKASH / वेद परकाश

और श्रीमती/Smt. KAMLA DEVI / कमला देवी

ने has appeared from DISTRICT : KARNAL

से वर्ष in the year OCTOBER 2011

दर्शाए गए श्रेणी सहित (व श्रेणी अंक औसत सहित) योग्यता प्राप्त की है and has been declared qualified with subject-wise grades & with Grade Point Average mentioned below:

क्रमांक Sr.No.	प्रथम सैमेस्टर ISt Semester		प्राप्तांक Marks Obtained		
	विषय Subject	लिखित(बाह्य) Theory(Ext.)	सतत एवं व्यापक मूल्यांकन CCE	प्रायोगिक Practical	योग Total
1	ENGLISH(CORE)	37	18	XX	055
2	HINDI (CORE)	54	18	XX	072
3	ACCOUNTANCY	35	18	18	071
4	BUSSINESS STUDIES	35	18	XX	053
5	MATHEMATICS	38	19	XX	057

क्रमांक Sr.No.	द्वितीय सैमेस्टर IIInd Semester		प्राप्तांक Marks Obtained		
	विषय Subject	लिखित(बाह्य) Theory(Ext.)	सतत एवं व्यापक मूल्यांकन CCE	प्रायोगिक Practical	योग Total
1	ENGLISH(CORE)	48	18	XX	066
2	HINDI (CORE)	48	18	XX	066
3	ACCOUNTANCY	26	17	18	061
4	BUSSINESS STUDIES	27	18	XX	045
5	MATHEMATICS	42	17	XX	059

क्रमांक Sr.No.	विषय Subject	परिणाम Result				
		प्रथम सै. भारांश Ist. Sem. Weightage 50%	द्वितीय सै. भारांश IIInd Sem. Weightage 50%	कुल योग Aggregate	श्रेणी Grade	श्रेणी अंक Grade Point
1	ENGLISH(CORE)	28	33	061	B-	05
2	HINDI (CORE)	36	33	069	B	06
3	ACCOUNTANCY	36	31	067	B-	05
4	BUSSINESS STUDIES	27	23	050	C	03
5	MATHEMATICS	29	30	059	B-	05

सामान्य ज्ञान एवं जीवन कोशल General Awareness & Life Skills Grade: EXCELLENT

कुल योग Total Marks: 306

श्रेणी अंक औसत Grade Point Average (GPA): 04.80

सह-पाठ्य क्रियाकलापों में उत्कृष्टता के लिए श्रेणी अंक औसत/ कुल योग में वृद्धि (केवल प्रमाण-पत्र प्रस्तुत करने पर) Enhancement in GPA /Total Marks for excellence in co-curricular activities, if any (valid only if relevant certificate is produced): XXXXX / XX

अनिम संकेत कुल योग Final Total Marks: 306

अनिम श्रेणी अंक औसत Final GPA: 04.80

अधिकारी Bhawani

दिनांक Dated: DECEMBER 29, 2011

Chander Parkash
सचिव SECRETARY



कुरुक्षेत्र-विश्वविद्यालयः, कुरुक्षेत्र

(1956 तम-वर्षगत-राज्यविधायिका-अधिनियम-XII-द्वारा स्थापितः)

("ए+" श्रेणी, नाक - प्रत्यायितः)

बैचलर ऑफ बिजनेस एडमिनिस्ट्रेशन

(त्रिवर्षीयोपाधि पाठ्यक्रमः)

इदमत्र प्रमाणीकियते यत् संजीव

श्री वेद प्रकाश महोदयरय पुत्रः/पुत्री मई २०१५

तमे संवत्सरे डी.ए.वी कॉलेज, करनाल तोऽस्य

विश्वविद्यालयस्य परीक्षां द्वितीय श्रेण्यां समुत्तीर्य बैचलर ऑफ बिजनेस एडमिनिस्ट्रेशन इत्युपाधिना
समलङ्घित/समलङ्घिता-इति।

Kurukshetra University, Kurukshetra

(Established by the State Legislature Act XII of 1956)

("A+" Grade, NAAC Accredited)

Bachelor of Business Administration

(Three Year Degree Course)

This is to certify that Sanjeev
son/daughter of Shri Ved Parkash and of the
D. A. V. College, Karnal

has obtained the degree of Bachelor of Business Administration
from this University, having passed the examination for the said degree
held in May 2015, in the Second Division.

कुरुक्षेत्र, तिथिः अगस्त ७८, २०१८
Kurukshetra, Dated: August 14, 2018

परीक्षा नियंत्रकः:
Controller of Examinations

कुलसचिवः
Registrar

कुलपति:
Vice-Chancellor

कुलाधिपति:
Chancellor

S.No.

0495791

Kurukshetra University, Kurukshetra(Established by the State Legislature Act XII of 1956)
("A" Grade, NAAC Accredited)

DMC No.

000617



Roll No.

2872514

Regn. No.

12-DCK-660

RESULT-cum-DETAILED MARKS CARD

BACHELOR OF BUSINESS ADMN. SEM-01 EXAM DEC, 2013

Name : SANJEEV

Father's Name : Shri VED PARKASH

Mother's Name: Smt. KAMLA DEVI

DETAIL OF MARKS

Sr. No.	Subject	Marks Obtained	Minimum Pass Marks	Maximum Marks
1.	B101 BUSINESS ORGANIZATION	38 17	040 IA	100
2.	B102 BUSINESS ACCOUNTING	48 17	040 IA	100
3.	B103 MANAGERIAL ECONOMICS-I	26 19	040 IA	100
4.	B104 BUSINESS MATHEMATICS-I	41 17	040 IA	100
5.	B105 HINDI	55 17	040 IA	100
6.	B106 COMPUTER FUNDAMENTALS	30 09 23	040 IA	100
7.	B107 SEMINAR	39	020	050
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.	Grand Total	0396	0260	0650

RESULT: PASSED & HAS OBTAINED THREE HUNDRED NINETY SIX MARKS

DATED: MAY 23, 2014

KURUKSHETRA

Checked by 1. _____ 2. _____
(Full Signature) (Clerk) (Assistant)

Date of issue 20 JUN 2014

CONTROLLER OF EXAMINATIONS

S.No. 0202449

Kurukshetra University, Kurukshetra
 (Established by the State Legislature Act XII of 1956)
 ("A" Grade, NAAC Accredited)



DMC No. 01606

Roll No. 2872514

Regn. No. 12-DCK-660

RESULT-cum-DETAILED MARKS CARD

BACHELOR OF BUSINESS ADMN. SEM-02 EXAM MAY, 2013

Name : SANJEEV

Father's Name : Shri VED PARKASH

Mother's Name: Smt. KAMLA DEVI

DETAIL OF MARKS

Sr. No.	Subject	Marks Obtained	Minimum Pass Marks	Maximum Marks
1.	B108 PRINCIPLES OF MANAGEMENT	32 14	040 IA	100
2.	B109 ANALYSIS OF FINANCIAL STATEMENTS	35 14	040 IA	100
3.	B110 MANAGERIAL ECONOMICS-II	32 19	040 IA	100
4.	B111 UNDERSTANDING SOCIAL BEHAVIOUR	39 18	040 IA	100
5.	B112 BUSINESS MATHEMATICS-II	23 17 *	040 IA	100
6.	B113 BUSINESS COMMUNICATION-I	41 16	040 IA	100
7.	B114 VIVA-VOCE	31	020	050
8.	EVS ENVIRONMENT STUDIES (QUAL) ***	34 17	035	100
9.				
10.				
11.				
12.				
13.				
14.				
15.	Grand Total	0331	0260	0650

RESULT: PASSED & HAS OBTAINED THREE HUNDRED THIRTY ONE MARKS

DATED : OCT 20, 2013

KURUKSHETRA

Checked by 1. _____ 2. _____
 (Full Signature) (Clerk) (Assistant)

Date of issue 12 DEC 2013

CONTROLLER OF EXAMINATIONS

S.No. 0426121 Kurukshetra University, Kurukshetra

(Established by the State Legislature Act XII of 1956)

(A Grade, NAAC Accredited)

DMC No.

000121

Roll No.

2872514

Regn. No.

12-DCK-660



RESULT-cum-DETAILED MARKS CARD

BACHELOR OF BUSINESS ADMIN. SEM- 03 EXAM DEC, 2014

Name : SANJEEV

Father's Name : Shri VED PARKASH

Mother's Name: Smt. KAMLA DEVI

DETAIL OF MARKS

Sr. No.	Subject	Marks Obtained	Minimum Pass Marks	Maximum Marks
1.	B201 UNDERSTANDING HUMAN BEHAVIOUR	25 15	040 IA	100
2.	B202 MICRO BUSINESS ENVIRONMENT	56 18	040 IA	100
3.	B203 BUSINESS STATISTICS-I	44 18	040 IA	100
4.	B204 MANAGEMENT ACCOUNTING	33 18	040 IA	100
5.	B205 FUNDAMENTALS OF DBMS & ORACLE	18 10 25	028 TH 012 IA	100
6.	B206 BUSINESS COMMUNICATION-II	32 18	040 IA	100
7.	B207 SEMINAR	42	020	050
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
Grand Total		0372	0260	0650

RESULT: PASSED & HAS OBTAINED THREE HUNDRED SEVENTY TWO MARKS

DATED: JULY 18, 2015

KURUKSHETRA

Checked by 1.

(Full Signature)

(Clerk)

(Assistant)

04 AUG 2015

CONTROLLER OF EXAMINATIONS

S.No. 0059539 Kurukshetra University, Kurukshetra

(Established by the State Legislature Act XII of 1956)
("A" Grade, NAAC Accredited)



DMC No.

000760

Roll No.

2872514

Regn. No.

12-DCK-660

RESULT-cum-DETAILED MARKS CARD

BACHELOR OF BUSINESS ADMN. SEM-04 EXAM MAY, 2014

Name : SANJEEV

Father's Name : Shri VED PARKASH

Mother's Name: Smt. KAMLA DEVI

DETAIL OF MARKS

Sr. No.	Subject	Marks Obtained	Minimum Pass Marks	Maximum Marks
1.	B208 HUMAN BEHAVIOUR AT WORK	48 17	040 IA	100
2.	B209 MACRO BUSINESS ENVIRONMENT	32 17	040 IA	100
3.	B210 BUSINESS STATISTICS-II	65 19	040 IA	100
4.	B211 MARKETING MANAGEMENT	51 17	040 IA	100
5.	B212 FINANCIAL MANAGEMENT	34 20	040 IA	100
6.	B213 PRINCIPLES OF MATERIAL MANAGEMENT	32 17	040 IA	100
7.	B214 VIVA-VCCE	40	020	050
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.	Grand Total	0409	0260	0650

RESULT : PASSED & HAS OBTAINED FOUR HUNDRED NINE MARKS

DATED :

OCT 09, 2014

KURUKSHETRA

Checked by 1.

2.

(Full Signature)

(Clerk)

(Assistant)

17 NOV 2014

Date of issue

CONTROLLER OF EXAMINATIONS

S.No. 0625189 Kurukshetra University, Kurukshetra
(Established by the State Legislature Act XII of 1956)



DMC No.

210541

Roll No.

2872514

Regn. No.

12-DCK-660

RESULT-cum-DETAILED MARKS CARD

BACHELOR OF BUSINESS ADMN. SEM-05 EXAM DEC, 2014

Name : SANJEEV

Father's Name : Shri VED PARKASH

Mother's Name: Smi. KAMILA DEVI

DETAIL OF MARKS

Sl. No.	Subject	Marks Obtained	Minimum Pass Marks	Maximum Marks
1.	B301 BUSINESS LAWS-I	26 20	040 IA	100
2.	B302 PRINCIPLES OF RETAILING	32 20	040 IA	100
3.	B303 PRINCIPLES OF BANKING	34 20	040 IA	100
4.	B304 FUNDAMENTALS OF E-COMMERCE	21 20	040 IA	100
5.	B305 EXPORT PROCEDURE & DOCUMENTATION	37 20	040 IA	100
6.	B306 PRINCIPLES OF PRODUCTION MANAGEMENT	34 20	040 IA	100
7.	B307 TRAINING REPORT VIVA-VOCE	63 38	40TH 60AG	150
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.	Grand Total	0405	0300	0750

RESULT: PASSED & HAS OBTAINED FOUR HUNDRED FIVE MARKS

DATED : DEC 01, 2015

KURUKSHETRA

Checked by 1. SSmk 2. Malvika

(Full Signature) (Clerk) (Assistant)

Date of issue 11-2-15

CONTROLLER OF EXAMINATIONS



Roll No.

2872514

Regn. No.

12-DCK-660

RESULT-cum-DETAILED MARKS CARD

BACHELOR OF BUSINESS ADMN. SEM-06 EXAM MAY, 2015

Name : SANJEEV
 Father's Name : Shri VED PARKASH

Mother's Name: Smt. KAMLA DEVI

DETAIL OF MARKS

Sr. No.	Subject	Marks Obtained	Minimum Pass Marks	Maximum Marks
1.	B328 ENTREPRENEURSHIP DEVELOPMENT	45 18	32TH 40AG IA	100
2.	B329 BUSINESS LAWS-II	41 18	32TH 40AG IA	100
3.	B330 LOGISTIC MANAGEMENT	38 18	32TH 40AG IA	100
4.	B331 PRINCIPLES OF INSURANCE	39 18	32TH 40AG IA	100
5.	B332 INTRODUCTION TO FINANCIAL SERVICES	33 18	32TH 40AG IA	100
6.	B333 VIVA-VOCE	33	020	050
7.	B334 ENVIRONMENT MANAGEMENT	39 18	32TH 40AG IA	100
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.	TOTAL MARKS OF 1-V Grand Total	0377 1913 2290	0260 3350 4000	0650

RESULT: PASSED & HAS OBTAINED TWO THOUSAND TWO HUNDRED NINETY MARKS

DATED : FEB 06, 2016
KURUKSHETRA

Checked by 1. bhm 2. _____
 (Full Signature) (Clerk) (Assistant)

Date of issue 20-02-16

CONTROLLER OF EXAMINATIONS



WARAICH CONGLOMERATION PVT. LTD.

To,

Date -October 14th, 2016

SANJEEV

VPO Kunjpura, Distt. Karnal 132001 (Haryana)

Sub: Appointment for post of Assistant Accountant.

Dear Sanjeev,

We are pleased to offer you the position of Assistant Accountant with Waraich Conglomeration Pvt. Ltd. (the Company) on the below stated terms and conditions.

- 1) Name : Sanjeev
- 2) Designation : ASSISTANT ACCOUNTANT
- 3) Gross Salary : Rs. 14,500/- per month
- 4) Joining Date : 18/10/2016
- 5) Tenure : It is to be noted that initially as the norm & policy of the company.
- 6) Job duties :
 - i) Report to the account manager.
 - ii) Manage day to day operations of the accounts department.
 - iii) Manage accounts payable (bill payments, salaries, petty cash etc.) and receivable through cash/ cheque / voucher in a timely manner.
 - iv) Maintain and reconcile cash / financial accounts.
 - v) Enforce credit control.
 - vi) Complete and coordinate annual audits and provide recommendations for improving procedures and systems for initiating.
 - vii) Manage successful delivery of client projects in conjunction with project managers.
 - viii) Interact at a high level within client organization as a trusted advisor.
 - ix) Ensure account profitability by managing client expectations service delivery.
 - x) Identify new business opportunities within existing accounts.
 - xi) Demonstrate excellence in account management: especially in risk management contingency planning strategy control.
- 7) You will be put on status of probation as six month. During the tenure either party will be free to terminate this employment without assigning any reasons.
- 8) Initially you will be on probation to six months from the date of appointment and after satisfactory performance; you will be absorbed in a permanent order in our organization.
- 9) You will be responsible for the responsibilities assigned to you, and you are liable to work for any of our company or any of its subsidiary/ associates company either at our works or any our office/works India.
- 10) You will be entitled subject to previous section in writing of the company to privilege leave or the leave as per the rules and regulation framed by the company as in force from time to time.



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- 11) You should devote your whole time, attention, best skill, ability, technical expert knowledge and care to the working of the company ,and you should perform your duties diligently, regularly, punctually and faithfully time to time.
- 12) You shall be bound to keep all secrets confidential such as information, documents, plants drawings, correspondence and shall not be divulge or disclose to anyone information whatever conformance the company's product.
- 13) You shall be bound to observe the rules and regulations and discipline of the company or other similar instructions in force from time to time, at the entire satisfaction of your seniors.
- 14) The company has rights and shall be at liberty to utilize your service from time to time in any department or section and you shall discharge honestly and whole-hardly all such duties as may be in trusted to you in co-operation with other members of staff under the supervision and satisfaction of the assigned.
- 15) During the employment, if you shall be guilty of any misconduct, whatever including any act of discipline, disobedience, insubordination incivility, irregularity of attendance, neglect of duty being in capacitated by illness, or otherwise the company at his sole discretion to determine the action upon you.
- 16) During the course of employment with us, you will not concern with any business or profession other than that of the company and also not work for any other firm / concern honorary or with remuneration without getting prior permission from the company.
- 17) After joining for above cited post ,you will be given job's duties list and the area of work where you have to perform under the rules and regulations stipulated time to time by the company.
- 18) If the above offer is acceptable to you, please sign and return to us the duplicate copy of this letter in token of your acceptance for it.
- 19) In case you resign from the service, you will have to serve a notice period of two month before leaving the Organization. If you do not serve two month's notice period, you will have to pay to the Company your two month's salary in lieu thereof.
- 20) This appointment letter is issued on the information furnished by you in the application form and if any such information is found to be false, it will be entitled the company to terminate your services at any time giving you notice for reason.

Your Truly,
For WARAJI CONGOMERATION PVT. LTD.

Authorised Signatory



I have accepted all the terms and conditions of this company.

Sanjeev
Signature (Sanjeev)



WARAICH CONGLOMERATION PVT. LTD.

22th Jan, 2020

TO WHOM IT MAY CONCERN

To,

Sanjeev

Assistant Accountant

Sub: Relieving Letter

Dear Sanjeev

This has reference to your letter of resignation dated January 4th, 2020, wherein you have requested to be relieved from the services of the company on March 31st, 2020.

We would like to inform you that your resignation is hereby accepted and you are being relieved from the services of the company after serving two month notice period, with effect from closing office hours of March 31st, 2020.

We also certify that your full and final settlement of account has been cleared with the organization. Your contributions to the organization and its success will always be appreciated.

We at company wish you all the best in your future endeavours.

Yours Sincerely,

For Waraich Conglomeration Pvt. Ltd



Authorised Signatory

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Sanjeev
VPO Kunjpura, Karnal
Mobile No. 99922 93905
Email :- battansanjeev94@gmail.com

Date: 04/01/2020

Title : Resignation Letter

Warich Conglomeration Pvt. Ltd.
SCO 118, Mugal Canal
Karnal, Haryana 132001

Dear Mr. Ravinder,

I am very honoured to working for Waraich Conglomeration Pvt. Ltd. and have learned much in time that I've spent here. However, it is much sadness to inform you that this is my formal resignation from my post as an Assistant Accountant. I am writing to announce my resignation from Waraich Conglomeration Pvt. Ltd., effective two month from this date and my last day of employment will be 31st March 2020.

This was not an easy decision to make, but I've decided that it will be in best interests for my career advancement and future development. I've planned for seeking higher education.

I've enjoyed working for you and managing a very successful team dedicated to a quality product delivered on time.

Thank you for the opportunities for growth that you have provided me.

I wish you and the company all the best. I am available to assist in the smooth transition of the new staff into my current role. If I can be of any help during the transition, please don't hesitate to ask.

Sincerely,


Sanjeev



WARAICH CONGLOMERATION Pvt. LTD.

27th Aug 2020

TO WHOM IT MAY CONCERN

Head Office:-

SCO - 118

Mugal Canal Market

Karnal- 132001

Branch:-

SCO - 81

Mahila Ashram

Complex

Behind Bus Stand

Karnal-132001

Haryana - India

+91 99928 99333

+91 81684 35985

+91 184 4033118

wcpl.in@gmail.com

wcpl.qr@gmail.com

www.wcpl.co.in

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It is our pleasure to write about **Mr. Sanjeev** son of Mr. Ved Parkash R/o VPO Kunjpura, Distt. Karnal who has worked with **Waraich Conglomeration Pvt. Ltd.** in the capacity of Assistant Accountant for Three Years Five Month and Fifteen Days [from 18/10/2016 to 31/03/2020].

He started in our company at the position of a trainee for three months [from 15/07/2016 to 17/10/2016], but with his excellent performance and good abilities, he quickly got officially employed as a full time employee as an Assistant Accountant.

During the aforementioned tenure of his work he, Mr. Sanjeev remained involved in his work with determination and sincerity. We found his active and competent in executing all assigned tasks. He is professionally sound, hard-working, and a devoted and motivated employee whose dedication in taking initiative and contribution for the realization of organizational goals and objectives has proven helpful in the advancement of our establishment repeatedly.

Moreover, Mr. Sanjeev conduct during his stay with us is exemplary. During his service period, he has been found sincere, reliable, trustworthy, sociable, pleasant, and open to challenges. He has a genial temperament and can efficiently work in and lead a team.

It is also certified that he had drawn Rs. 18,750/- pm as his basic salary.

His decision to terminate his services with us is solely his own and we wish him all the best in his future endeavours.

Sincerely,

For Waraich Conglomeration Pvt. Ltd.





WARAICH CONGLOMERATION PVT. LTD.

To,

Sanjeev

VPO Kunjpura, Distt. Karnal 132001 (Haryana)

Sub: Appointment as an accountant trainee in our company.

Commencement date:

15/07/2016

We are glad to inform you that you have been selected for the position of an accountant trainee in our company for three months. During this training probation period, you are required to undertake all duties and activities assigned to you by the Senior Accountant Mr. Tejpal Rana or accountant Mr. Jugraj Singh to whom you will report, kindly go through below details.

Description of your training is as followed:-

Reporting: You will report to Senior Accountant/ Accountant/ Account Manager/ Managing Director.

Work hours: Your working hours will start from 9:30 to 17:30.

Training Period: Your training period is for three months start from 15/07/2016 to 17/10/2016.

Vacations: Your job contract will be revised after successful training periods.

Basic Salary: The offered for trainee in accounts department is at salary/wage rate of 8,000 per month and is subject to review only on completion of the training period of three months.

Compensations and benefits: According to company policy ,you are not entitled for any compensation until management approves it.

We are delighted to send you this offer to be approved and signed from you in order to start the job from "July 15, 2016 as a trainee.

We look forward to join our company in order to work with you.

If you leave our company during the training period, you have to give a living notice before 15 days along with paying a penalty of one month's pay.

You can indicate your acceptance of appointment as trainee by signing and sending us your reply.

In case you have any query to ask for please do not hesitate to contact us.

Congratulation and welcome to the most prestigious marketing company.

Kind regards
For WARAICH CONGLOMERATION PVT. LTD.

Authorised Signatory

Staff ID Card



WARAICH CONGLOMERATION PVT. LTD.

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Sanjeev
Assistant Accountant

ID Number : WCPL-01546

Date of Birth : 10.05. 1994

Contact Number : +91 99922 93905

SCO-118, Mugal Canal Market
Karnal - 132001 (Haryana)
Contact : +91 99928 99333



Director