



7<sup>th</sup> January 2019

To,  
The Immigration Officer,  
Immigration, Refugees and Citizenship Canada

**Sub: Confirmation of Employment**

This is to certify that Swapnil Sudhir Garge is employed with **Ipsos Research Pvt. Ltd.** from 16<sup>th</sup> November 2015 till the date in the below mentioned capacities. He is currently employed as a permanent, full-time employee working 40 hours (9.30am to 6pm) per week. His Current Cost to Company is INR 1037898/- p.a.

His Job and Responsibilities are as below.

1) Senior Research Executive (1<sup>st</sup> January 2018 to present)

Roles and responsibilities:

- Responsible for the achievement of revenue targets and for the disciplined execution of jobs.
- Supporting the teams in planning and analyzing the studies and providing actionable inputs to clients.
- Responsible for launching and monitoring the study to field and data processing.
- Work with team leader in helping to prepare proposals, research design, field briefings, and the first draft of the ppt.
- Work with quantitative/qualitative teams to propose seamless qualitative /quantitative solutions for clients' market needs.
- Establishing a client-service excellence culture and responsible for output and service delivery for the client.
- Supporting the team in building Ipsos reputation, particularly with regards to Quality, Client Service and Deliverables excellence.
- Follow company processes like ISO etc.
- Other sundry duties as required.

**Ipsos Research Pvt. Ltd.**

Registered Office :

Lotus Corporate Park, 1701, 17th Floor, F Wing, Off Western Express Highway, Goregaon East, Mumbai - 400063, India  
Tel. : +91 22 6620 8000 | Email : [ipsos.india@ipsos.com](mailto:ipsos.india@ipsos.com) | Website : [www.ipsos.com](http://www.ipsos.com)

CIN : U74130MH2004PTC146904



2) Research Executive (16<sup>th</sup> November 2015 to 31<sup>st</sup> December 2017)

Roles and responsibilities:

- Responsible for the achievement of team revenue targets and for the disciplined execution of jobs.
- Supporting the teams in planning and analyzing the studies and providing actionable inputs to clients.
- Responsible for launching and monitoring the study to field and data processing.
- Work with team leader in helping to prepare proposals, field briefings, and the first draft of the ppt.
- Work with qualitative/quantitative teams to propose seamless qualitative/quantitative solutions for clients' market needs.
- Establishing a client-service excellence culture and responsible for output and service delivery for the client.
- Supporting the team in building Ipsos reputation, particularly with regards to Quality, Client Service and Deliverables excellence.
- Follow company processes like ISO etc.
- Other sundry duties as required.

This letter has been issued on request for Canada Immigration purpose.

Should you require any additional information regarding Mr. Swapnil Sudhir Garge's employment, please feel free to contact us.

Best Regards,

A handwritten signature in black ink, appearing to read "Shinde", with a stylized flourish at the end.

**Sunita Dinkar Shinde**

Manager – Human Resources

**Ipsos Research Pvt. Ltd.**

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