



Make My Exam

860, 2nd Floor Mukherjee Nagar, New Delhi-110009

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Sr. No. MME/J/459

Date 05/07/2023

To
Mr. Harkawal Singh
Malkani Patti, VPO Badbar,
Barnala

Sub: - Appointment Letter

Dear Harkawal,

On behalf of "Make My Exam" it is my pleasure to confirm an appointment with our organization as "Business & Relationship Officer".

Compensation Salary: Your Annual Total Employment Cost would be Rs 1,80,000 (Rupees One Lac Eighty Thousand only) the details of which are given below. Your salary will be paid on 10th of every month.

Particulars	Amount Monthly	Amount Annually
Basic Pay	11,000	1,32,000
HRA	2,000	24,000
D.A.	1,000	12,000
Conveyance Allowance	500	6,000
Medical Reimbursement	500	6,000
Total	15,000/-	1,80,000/-

Date of Joining: You will join on or before 05th July 2023.

Probation Period: There will be an initial probation period of six months from the date of employment, which may be extended by Make My Exam as its discretion.

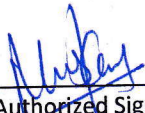
Working Hours: The working hours are going to be from 09:00 AM to 06:00 PM.

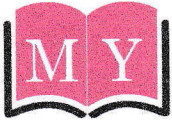
Leaves: You will be entitled to get 15 annual leaves and 12 casual leaves every year. All leave requests must be submitted to your supervisor in writing in prior to the period of time requested.

Place of employment: Your initial place of employment will be Punjab. However, based on the needs of the company you may be transferred to any of the branches of the company.

Notice Period: You are required to provide a notice period of 30 days. Company may accept the resignation immediately or in a time period of less than 1 month to 3 months based on the priorities.

Yours truly,
Make My Exam


Authorized Signatory.
Ms. Muskan Kochar
(HR Officer)



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Sr. No. MME/E/259

Date 16/12/2023

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Harkawal Singh S/O Juswinder Singh** having D.O.B 25/01/2004 is an employee at "Make My Exam" as a **Business & Relationship Officer** from **05th July 2023** to **TILL DATE** and providing his continuous services.

He was assigned the task to prompt clients to upgrade their existing packages and to purchase additional offering. He also settling clients' concerns in a professional manner. He also encourages internal relationships to address clients' needs and to maximize our profits. He also leads the team. He is diligently carrying his duties with full dedication. He possess the team spirit skill and maintain good relationship with his colleagues. We wish him good luck for his career and hope he achieves new heights.

Make My Exam

Ms. Muskan Kochar
(HR Officer)