



Make My Exam

Head Office : SCO-65 (1st Floor), Opp. PIMS Hospital,
Garha Road, Jalandhar, Punjab-144003

☎ 99152-28862
☎ 181-4606262

Sr. No.

329

Date 05/10/2020

To
Ms. Sukhdeep Kaur
W/O Gurjinder Singh
Village Biggarwal Tehsil Sunam
Sangrur

Sub: - Appointment Letter

Dear Sukhdeep,
On behalf of "Make My Exam" it is my pleasure to confirm an appointment with our organization as "DATA ANALYTICS OFFICER".

Compensation Salary: Your Annual Total Employment Cost would be Rs. 1,56,000/- (Rupees One Lac fifty six 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	15,000	1,80,000
HRA	5,000	60,000
D.A.	1,000	12,000
Conveyance Allowance	500	6,000
Medical Reimbursement	500	6,000
Total	22,000/-	2,64,000/-

Date of Joining: You will join on or before 05th October, 2020.

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.

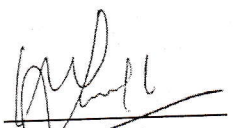
Working Hours: The working hours are going to be from 09:00 AM to 06:00 PM.

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 Jalandhar, 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.
Mr. Manbir Singh
(Chairman)



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Date 21.02.2023

TO WHOM IT MAY CONCERN

This is to certify that **Ms. Sukhdeep Kaur W/O Gurjinder Singh** having D.O.B. 08/10/1990 is an employee at “**Make My Exam**” (Jalandhar) as a **Data Analytics Officer** from **05th October 2020 to TILL DATE** and providing her continuous services.

She was assigned the task of developing and implementing databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality. She is diligently carrying her duties with full dedication. She possess the team spirit skill and maintain good relationship with her colleagues. We wish her good luck for her career and hope she achieves new heights.

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Mr. Dinesh Lohiya
(HR Manager)



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Date **21/02/2023**

Salary Certificate

Employee Name : **Ms. Sukhdeep Kaur**

Designation : **DATA ANALYTICS OFFICER**

Salary Statement of **Ms. Sukhdeep Kaur** for last 6 Months

Date	Salary paid (Rs.)
10-09-2022	22,000/-
11-10-2022	22,000/-
10-11-2022	22,000/-
10-12-2022	22,000/-
10-01-2023	22,000/-
10-02-2023	22,000/-


Mr. Dinesh Lohiya
(HR Manager)