



Make My Exam

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

☎ 99152-28862
☎ 181-4606262

Sr. No. 373

Date 01.06.2021

To
Ms. Simran Kaur
D/O Parminder Singh
House No 724, Gali no 6 New Prem Colony
Karnal

Sub: - Appointment Letter

Dear Simran,
On behalf of "Make My Exam" it is my pleasure to confirm an appointment with our organization as "Business Development Executive".

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	10,000	1,20,000
HRA	2,000	24,000
D.A.	1,000	12,000
Conveyance Allowance	-	-
Medical Reimbursement	-	-
Total	13,000/-	1,56,000/-

Date of Joining: You will join on or before **01st June, 2021**.

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 **Chandigarh**. 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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Sr. No. **368**

Date **23.02.2023**

TO WHOM IT MAY CONCERN

This is to certify that **Ms. Simran Kaur D/O Parminder Singh** having D.O.B 10/09/2000 is an employee at “**Make My Exam**” (Chandigarh) as a **Business Development Executive** from 01st June 2021 to **TILL DATE** and providing her continuous services.

She was assigned the task of oversee the sales process to attract new clients, work with senior team members to identify and manage risks, maintain fruitful relationships with clients and address their needs effectively. She is diligently carrying his 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.

Make My Exam

Mr. Dinesh Lohiya
(HR Manager)



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Sr. No. 389

Date 23.02.2023

Salary Certificate

Employee Name : Ms. Simran Kaur

Designation : Business Development Executive

Salary Statement of Ms. Simran Kaur for last 6 Months

Date	Salary paid (Rs.)
10-09-2022	13,000/-
11-10-2022	13,000/-
10-11-2022	13,000/-
10-12-2022	13,000/-
10-01-2023	13,000/-
10-02-2023	13,000/-


Mr. Dinesh Lohiya
(HR Manager)