



Kadian ENTERPRISES

→ Air Ticket
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Kadian Complex, Kadian Street, Opp. Narinder Cinema, Jalandhar
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Ref. No

Dated 13/07/2023

TO WHOM IT MAY CONCERN

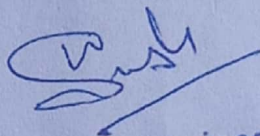
This is to certify that Ramandeep Kaur D/O Gurnam Singh Residence of VPO Johal TEH Dasuya, Hoshiarpur Pin: 144305, Punjab, India is working our concern as an Office Assistant from 7th August 2021 to till date. She has pleasant personality and great interpersonal communication skills. She is a very cooperated and depicts good manner.

She is a keen observer, learner and a dedicated voluntary worker.

During her tenure, job responsibilities are –

- Overseeing clerical tasks, such as sorting and sending mails.
- Keeping an inventory of office supplies and ordering new materials as needed.
- Maintaining files and answering phone calls.
- Taking and delivering messages.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.
- Greetings clients and visitors as needed.

We wish her all success for future.


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